

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
FEBRUARY 1, 2022**

The Putnam County Regional Planning Commission met on February 1, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Ted McWilliams, Terry Randolph, and Phil Wilbourn. Jeff Jones, David Mattson, and Jim Martin were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Joshua Gentry, Stephen Raper of Vick Surveying, Jim Herrin, Lisa Phillips, and Samuel Vandagriff.

**ITEM 1: CALL TO ORDER AND ROLL CALL**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE FEBRUARY 1, 2022 AGENDA**

Ted McWilliams moved to approve the agenda for the February 1, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE DEC 27, 2021 MEETING**

Phil Wilbourn moved to approve the Dec 7, 2021 Minutes. No meeting was held in January. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring April 25, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe, \$50,000 Certified Check for Electric) - Final plat approved 11/2/2021

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

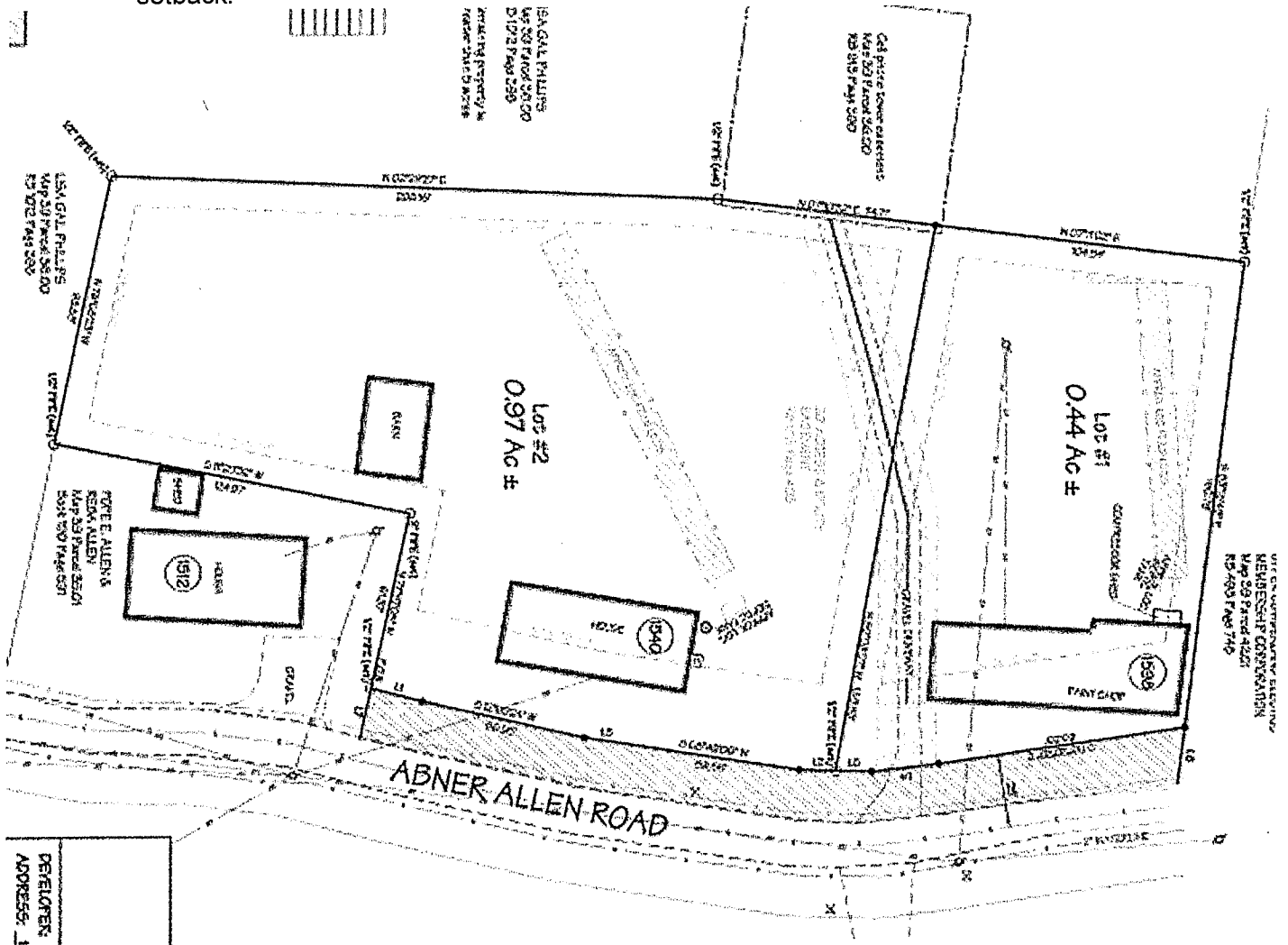
- A. KING, DANIELS, AND FARLEY LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING**  
Amended boundary between parcels 027-115.01 and 027-115.00 on Shipley Road.
- B. JL AND JEWELL HELEN WATTS FINAL PLAT, WHITTENBURG SURVEYING**  
Created one 1.08-acre lot on Hawkins Crawford Road from 055-064.00 with over 5 acres remaining.
- C. 2 LOT DIVISION OF TRACT 3 OF JOHN T WRIGHT SUBDIVISION II FINAL PLAT, VICK SURVEYING**  
Divided parcel 006-009.01 into one 0.91-acre lot and one 3.41-acre lot on Hilham Rd.
- D. REVISED LOT LINE FOR POPE ALLEN PROPERTY FINAL PLAT, VICK SURVEYING**  
Adjusted line for a shed encroachment between parcels 039-035.01 and 039-036.00 on Abner Allen Road.
- E. LOT 1 OF THE MCLARTY PROPERTY FINAL PLAT, VICK SURVEYING**

Created one 1.71-acre parcel from 108-026.00 on Cherry Creek Rd with over 5 acres remaining.

# ITEM 8: SUBDIVISION PLATS:

## A. LISA PHILLIPS PROPERTY FINAL PLAT, VICK SURVEYING

This plat is to create two lots from one 1.41-acre tract on Abner Allen Rd, specifically parcel 039-036.00. There is a 2-inch water main on Abner Allen Rd. There are two existing houses and a barn on the tract. There is an ingress/egress easement to a cell tower that will cross both proposed lots. The plat shows a right-of-way dedication so that Abner Allen Rd will have 25 foot right-of-way off center along this tract. The two houses are both in the front setback.



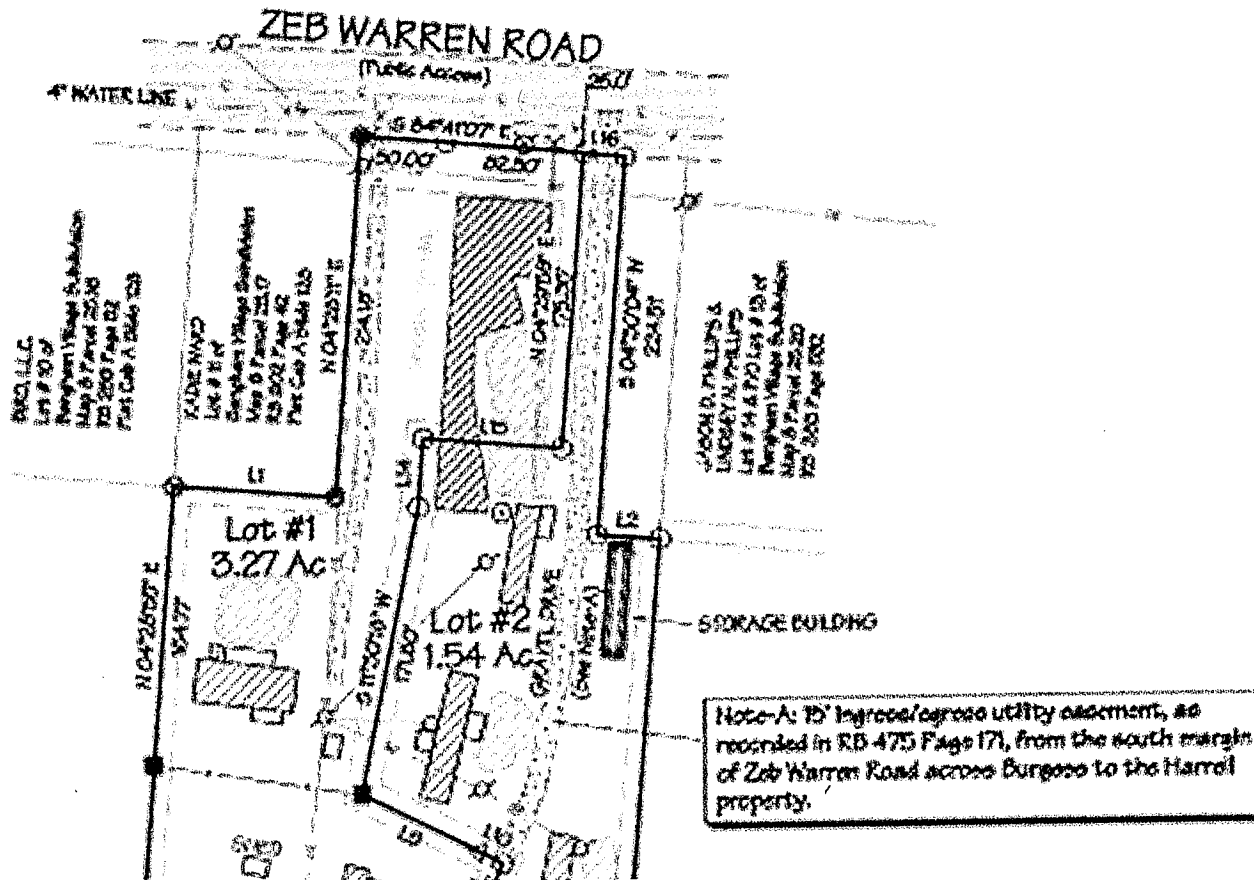
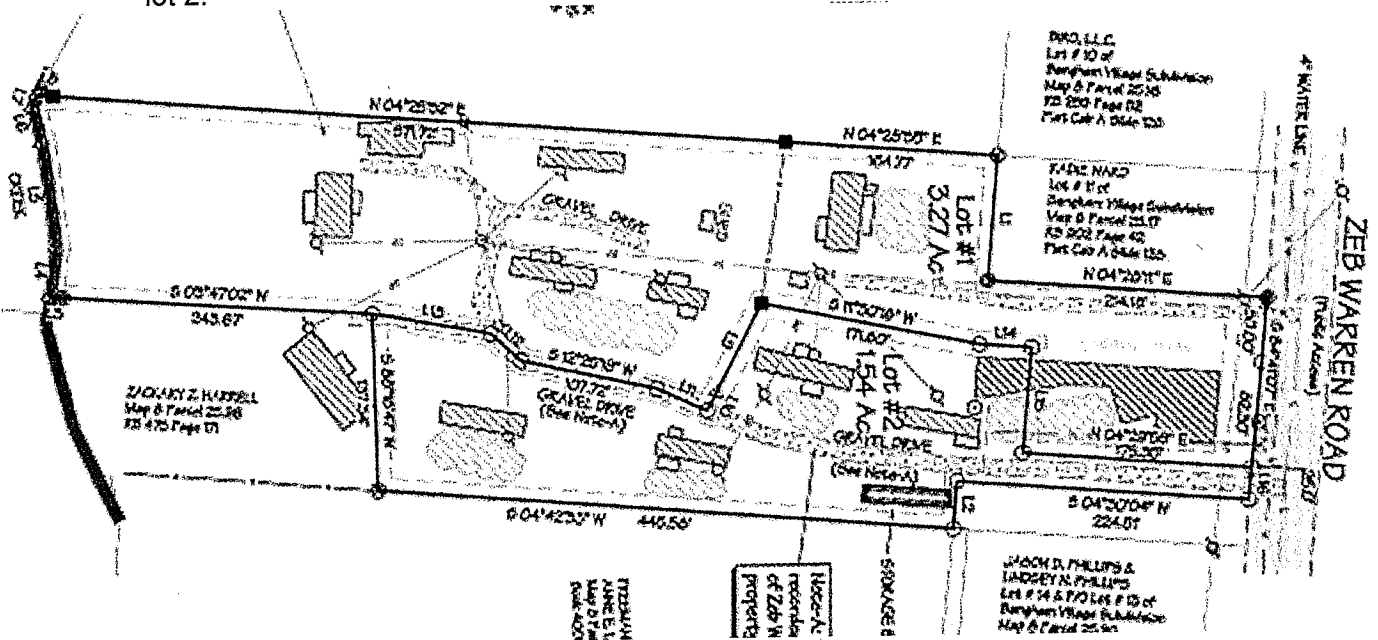
Lot 1 is at end of Abner Allen Road. Staff noted that there was a fence located on the property that needs to be shown on the plat. Stephen Raper stated that the standard setback note for setback violations is already on the plat. Lisa Phillips stated that they plan on keeping lot 1 that has the shop on it and plan on selling lot 2 with an option for the remaining acreage as well. Mike Atwood moved to approve the plat with variance for setback. Motion was seconded and approved unanimously.

## B. REVISED 2 LOT SUBDIVISION OF THE BURGESS PROPERTIES FINAL PLAT, VICK SURVEYING

This plat is to revise the lot lines between 2 parcels on Zeb Warren Road. Parcels 008-025.18 and 008-025.19 both have multiple mobile homes. As depicted below, lot one is parcel 025.19

Minutes of the Putnam County Regional Planning Commission February 1, 2022 Meeting

(and was a flag lot) and lot 2 is parcel 025.18 and will become a flag lot with 25 feet of road frontage. Lot 2 has a gravel drive with and ingress/egress/utility easement to a tract owned by Zackary Harrell to the south of these lots. The easement is partially on lot 1 near the rear of the property and is used by five homes on lot 1. Since the original subdivision, a mobile home has been added to the front of lot 2. The proposed boundary will put most of the septic field lines and duplicate area to the new home on lot 1 and the developers would like to place an easement for the septic on the shaded areas depicted on lot 1 on the plat for the house on lot 2.

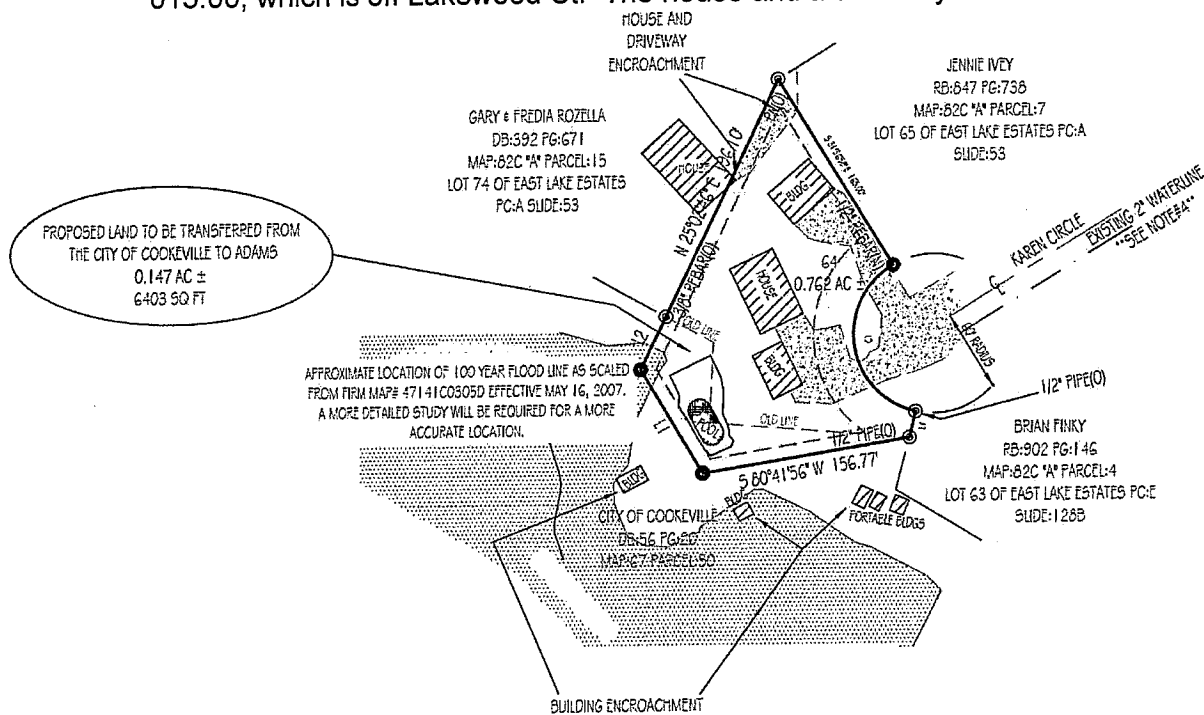


Stephen Raper stated that the reason for this change is that the father and son owners want to locate a storage building on lot 1 next to the reserved soil area for the septic of a new trailer on lot 2, and this will give them more room. Planning Director Rush stated that the way this is drawn, he would not recommend approval since it would place the septic for the new mobile home on another lot, and a better option would be to move that mobile home onto lot 1 so that home and septic stay on the same lot.

Dale Moss moved to defer the plat until the developer resubmits the plat after working with staff on a solution to keep the home and septic on the same lot. Motion was seconded and approved unanimously

### C. CHARLES ADAMS DIVISION FINAL PLAT, MAPLES SURVEYING

This plat is to correct an encroachment of a pool built into city property surrounding City Lake in the Eastlake Estates. Property is located at the end of Karen Circle. The city has agreed to sell to 6,403 sq ft to Mr. Adams to remedy the encroachment issue. However, there is an encroachment into the Adams lot by an adjoining property. The Rozella's own 082C-A-015.00, which is off Lakewood Ct. The house and a driveway encroach into the Adams lot.



This plat was withdrawn by the surveyor before the meeting.

**ITEM 9: STAFF REPORTS**

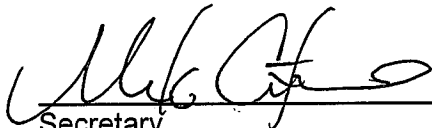
- Report from Chairman: None.
- Report from Planning Commission Engineer: None.
- Report from Planning Director: None.
- Report from other Members: New member Terry Randolph was welcomed on the board. Terry was appointed to fill the vacant seat. With Terry being added to the planning commission, all seats are filled. It was decided to have the election of officers at the next meeting. Mike Atwood informed the planning commission that he intended to step down as secretary of the planning commission and would not accept another term as secretary.

**ITEM 10: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

  
Chairman

3-1-22  
Date

  
Secretary

3-1-22  
Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
MARCH 1, 2022**

The Putnam County Regional Planning Commission met on March 1, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, David Mattson, Terry Randolph, and Phil Wilbourn. Ted McWilliams and Jim Martin were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Eric Cherry, Stephen Raper with Vick Surveying, Taylor Dillehay, Jim Herrin with Herald-Citizen and Betsy Scarisbrick with Stonecom.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE MARCH 1, 2022 AGENDA.**

Phil Wilbourn moved to approve the agenda for the March 1, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE FEBRUARY 1, 2022. THERE WAS NOT A MEETING IN JANUARY 2022**

Dale Moss moved to approve the February 1, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 3B: Amendment of By-laws**

Staff stated there were a couple issues with our bylaws and sent the following proposed amendments for consideration more than the 5 days required for bylaw amendments. Current Language quotes TCA sections using an old TN Code numbering system that has not been used in TN Code in over 30 years. One proposal considers language to delegate signing of plats to staff or another designee. Planner Rush reported County Attorney Jeff Jones had reviewed all proposed changes and changes do not have to be approved by the Putnam County Commission. The proposed language changes are as follows:

Current language:

**SECTION 1.**

The Commission shall consist of nine (9) members nominated by the chief administrative officer of the county and **approved by the Local Government Planning Advisory Committee** as provided in **Section 13-201** of Tennessee Code Annotated.

Proposed language:

**SECTION 1        MEMBERSHIP**

The Commission shall consist of nine (9) members. The members of the regional planning commission shall be appointed by the county mayor, subject to confirmation by the county legislative body in accordance with TCA § 13-3-101.

David Mattson moved to approve the amendment to Section 1 of the bylaws as presented. Motion was seconded and approved unanimously.

Current language:

## SECTION 12. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the county mayor by the Secretary. Should any vacancy occur among the officers of the Planning Commission, the vacant office shall be filled in accordance with **Section 13-501 of the Tennessee Code Annotated**, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Proposed language:

## SECTION 12. VACANCIES

Should any vacancy occur among the members of this Planning Commission by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the county mayor for appointment of a new member, subject to confirmation by the county legislative body in accordance with TCA § 13-3-101. Should any vacancy occur among the officers of the Planning Commission, the Planning Commission shall fill the vacant office from among the membership, in accordance with TCA § 13-3-103, such officer to serve the remainder of the unexpired term of the office.

Mike Atwood moved to approve the amendment to Section 12 of the bylaws as presented. Motion was seconded and approved unanimously.

Proposed addition to Section 11 Duties of Officers

D. The planning commission may delegate the signing of the certificate of approval for recording on plats to a designee chosen by the planning commission in accordance with TCA § 13-3-402.

Chairman and Secretary can currently sign plats. Current certificate will have to be modified. Mike Atwood moved to approve the amendment to Section 11 of the bylaws as presented. Motion was seconded and approved unanimously.

### ITEM 3C: Election of Officers

- Election of Chairman: Mike Atwood moved to reappoint Jere Mason as chairman. Motion was seconded and approved unanimously.
- Election of Vice-Chairman: Dave Mattosn moved to reappoint Dale Moss as Vice-Chairman. Motion was seconded and approved unanimously.
- Election of Secretary: Motion by Phil Wilbourn to reappoint Mike Atwood as Secretary. Motion was seconded and approved unanimously.

### ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.

### ITEM 5: OUTSTANDING LETTERS OF CREDIT:

Minutes of the Putnam County Regional Planning Commission March 1, 2022 Meeting

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring April 25, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021  
Staff stated that we need to keep an eye on this one since it expires fairly soon and that he would contact the developer about submitting an extension.
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe, \$50,000 Certified Check for Electric) - Final plat approved 11/2/2021
- **ITEM 6: ACCEPTANCE OF NEW STREETS: NONE.** Naming of streets was briefly discussed. 911 assigns addresses. Planner and Road Supervisor Randy Jones may tweak naming of roads. Planning Commission sees proposed road names first on preliminary plats.

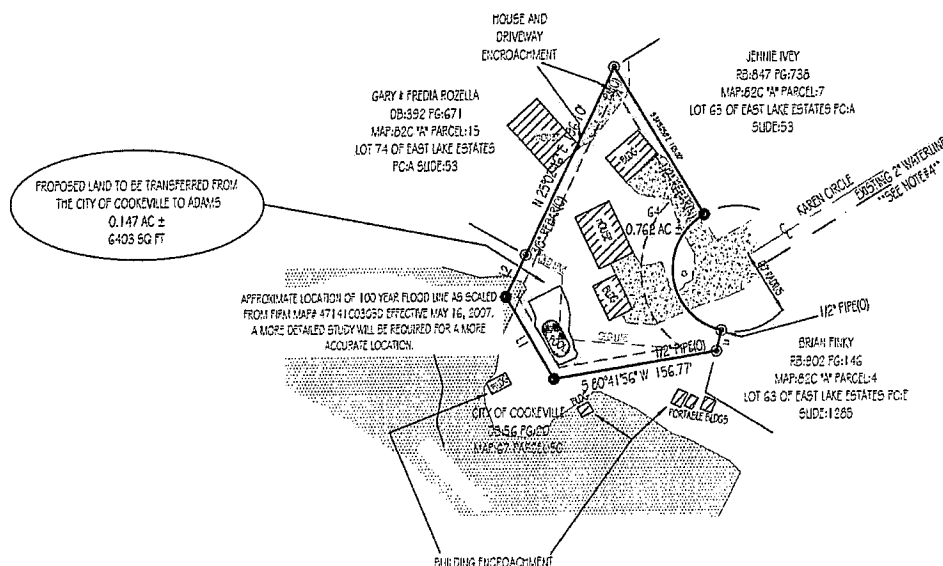
**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

- A. **KEVIN AND SHERRI ALLEN HILL ROAD DIVISION FINAL PLAT, WHITTENBURG SURVEYING**  
Created on 2.00-acre lot from parcel 010-037.00 on Hill Road.
- B. **JOYCE NASH DIVISION FINAL PLAT, WHITTENBURG SURVEYING**  
Created two 2.00-acre lots on Cookeville Boat Dock Road from 112-084.00 with over 5 acres remaining.
- C. **PATRICIA APPLE FINAL PLAT, VICK SURVEYING**  
Created one 0.85-acre lot from parcel 063M-A-009.00 on Tennessee St.
- D. **2 LOT SUBDIVISION OF TRACT 3 OF THE JOHN T. WRIGHT SUBDIVISION FINAL PLAT, VICK SURVEYING**  
Created one 0.91-acre lot from parcel 006-009.01 on Hilham Road.
- E. **HOWARD AND MARGARET BUCKNER DIVISION FINAL PLAT, MAPLES SURVEYING**  
Created one 1.35-acre parcel from 068-061.00 on Rocky Point Rd with over 5 acres remaining.

**ITEM 8: SUBDIVISION PLATS:**

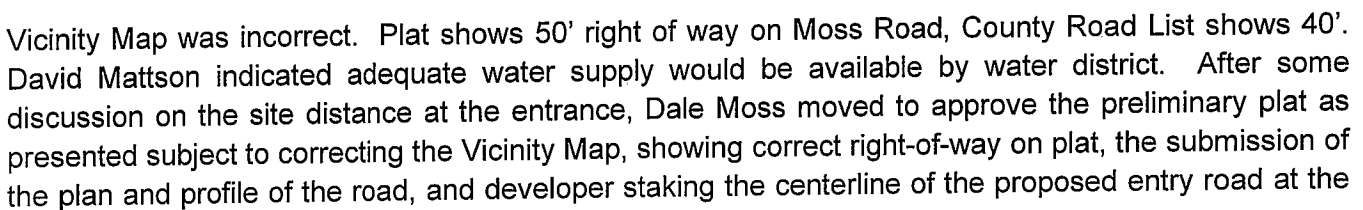
**A. CHARLES ADAMS DIVISION FINAL PLAT, MAPLES SURVEYING**

This plat is to correct an encroachment of a pool built into city property surrounding City Lake in the Eastlake Estates. Property is located at the end of Karen Circle. The city has agreed to sell to 6,403 sq ft to Mr. Adams to remedy the encroachment issue. However, there is an encroachment into the Adams lot by an adjoining property. The Rozella's own 082C-A-015.00, which is off Lakewood Ct. The house and a driveway encroach into the Adams lot.



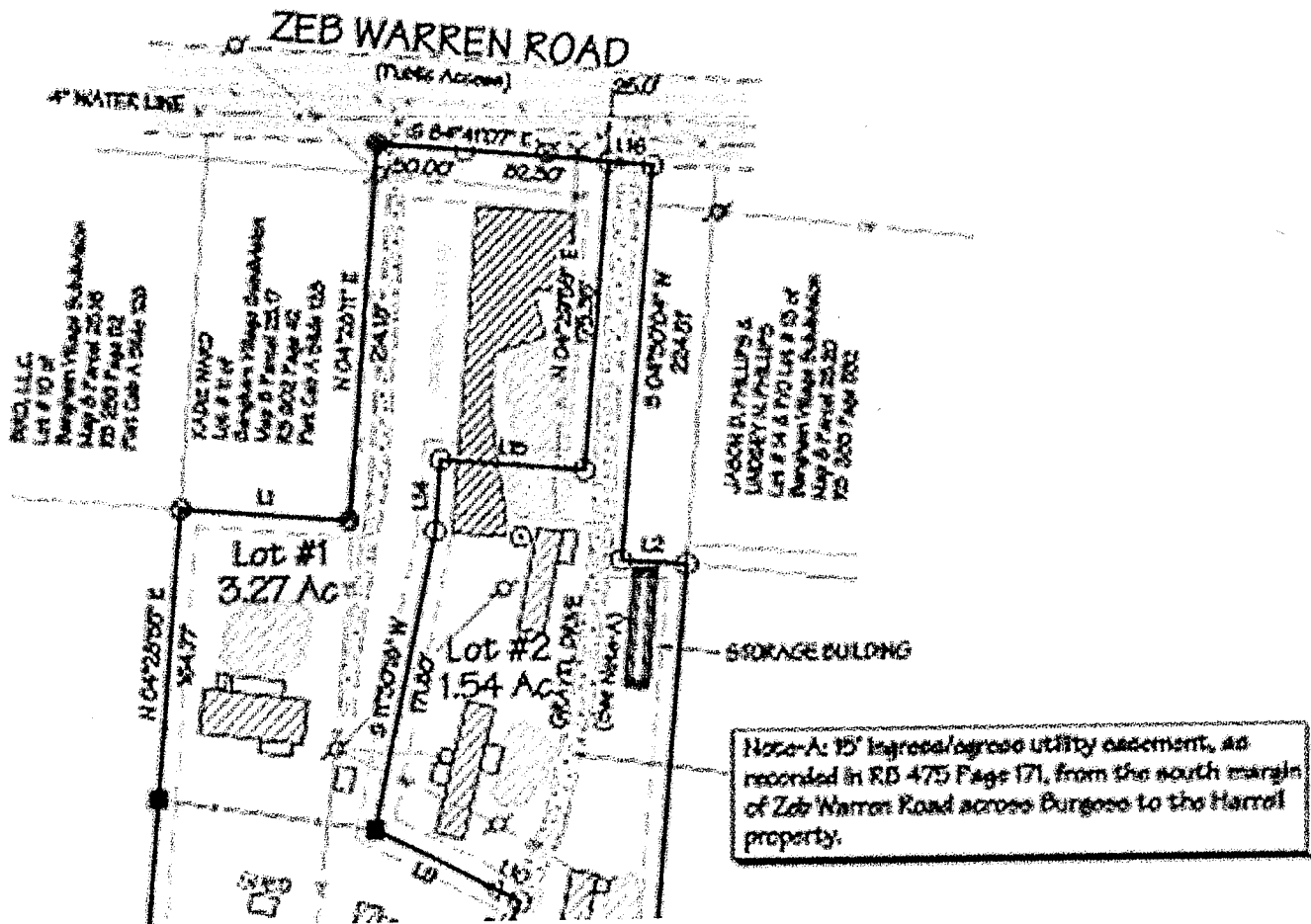


This subdivision will create 49 lots on 47.72 acres on Moss Road. There are 3 proposed new roads and 7 fire hydrants within the proposed development. There will be one entrance to the subdivision.





This plat is to revise the lot lines between 2 parcels on Zeb Warren Road. Parcels 008-025.18 and 008-025.19 both have multiple mobile homes. As depicted below, lot one is parcel 025.19 (and was a flag lot) and lot 2 is parcel 025.18 and will become a flag lot with 25 feet of road frontage. Lot 2 has a gravel drive with and ingress/egress/utility easement to a tract owned by Zackary Harrell to the south of these lots. The easement partially on lot 1 near the rear of the property and is used by five homes on lot 1. Since the original subdivision, a mobile home has been added to the front of lot 2. The proposed boundary will put most of the septic field lines and duplicate area to the new home on lot 1 and the developers would like to place an easement for the septic on the shaded areas depicted on lot 1 on the plat for the house on lot 2.



Dale Moss moved to approve the final plat as presented since the mobile home and its septic system have been placed on the same lot and are not being split and no easement is required. Motion was seconded and approved unanimously.

#### ITEM 9: STAFF REPORTS

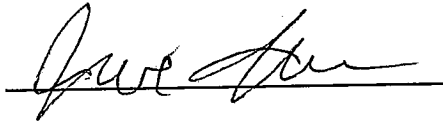
- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None

Minutes of the Putnam County Regional Planning Commission March 1, 2022 Meeting

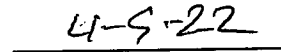
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.



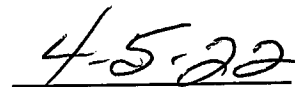
Chairman



Date



Secretary



Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
APRIL 5, 2022**

The Putnam County Regional Planning Commission met on April 5, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, David Mattson, Terry Randolph, and Phil Wilbourn. Ted McWilliams and Planning Commission Engineer Patrick Rinks were absent. Also present were Planning Director Kevin Rush, Kaylin Jones, Taylor Dillehay with Whittenburg Surveying, Annette Whittaker, Josh Gentry, Samuel Vandagiff, and Benjamin Armstrong, Jim Herrin with Herald-Citizen and Betsy Scarisbrick with Stonecom.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE APRIL 5, 2022 AGENDA.**

Planning Director Rush stated that there was a discussion item that needed to be added to the agenda as item 8B. Jim Martin moved to approve the agenda for the April 5, 2022 meeting with the addition. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE MARCH 1, 2022.**

Dale Moss moved to approve the March 1, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 3/1/2022.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring April 25, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe, \$50,000 Certified Check for Electric) - Final plat approved 11/2/2021.

**ITEM 5A: RENEWAL OF WILLOW ESTATES SURETY INSTRUMENT**

This surety instrument needs to be renewed by Jackie Schubert. Patrick and I have both talked to him. He plans to have the roads paved but probably will not be completed by April 25. Mr. Schubert talked to the bank, and they will extend that check, he just has to take that one back and they will reissue with a new expiration date. I told him that at the April 5<sup>th</sup>, 2022, planning commission meeting, I would recommend they give him until the 15<sup>th</sup> to get a new check. That way we are not in a big rush and have time get the check back to swap out before we had to cash in that one if needed. I will meet him at the bank with the check so that we have possession of

the check the entire time. Mike Atwood moved accept a new surety but require Mr. Schubert to get the surety instrument and meet at our bank to swap it with the one we have in the lockbox by April 15<sup>th</sup> 2022. Motion was seconded and approved unanimously.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

**A. CHARLES ADAMS DIVISION FINAL PLAT, MAPLES SURVEYING**

This plat is to correct an encroachment of a pool built into city property surrounding City Lake in the Eastlake Estates. Property is located at the end of Karen Circle. The city has agreed to sell to 6,403 sq ft to Mr. Adams to remedy the encroachment issue. However, there is an encroachment into the Adams lot by an adjoining property. Issue was resolved by fee simple line adjustment between Adams and adjoining parcel.

**B. BLAKE SMITH DIVISION FINAL PLAT, NETHERTON SURVEYING**

Combined parcels 016F-A-001.00 and 016F-A-002.00 at the corner of Country Wood Circle and Gainesboro Grade.

**C. LINE ADJUSTMENT OF THE JEFF AND HEATHER HUDDLESTON PROPERTY FINAL PLAT, VICK SURVEYING**

Adjusted the line between parcels 093-022.05 and 093.2201 on Baxter Road.

**D. LOT 1 OF THE WILL AND GRACIE ROBBINS PROPERTY FINAL PLAT, VICK SURVEYING**

Created one 0.92-acre lot from parcel 027-047.00 on Hilham Rd.

**E. COMBINATION OF LOT 26 AND 26 OF BLOCK 66 CUMBERLAND COVE UNIT 8 FINAL PLAT, VICK SURVEYING**

Combined parcels 105-061.00 and 104-426.00 on Sawmill Road in Cumberland Cove.

**F. PIPPIN HEIGHTS DIVISION PHASE 1 FINAL PLAT, MAPLES SURVEYING**

The approved phase 1 plat had three lots on Blackburn Fork Road. After soils work was completed, lots 1 and 2 were combined. The proposed road from phase II will be between these parcels. From parcel 038-030.00.

**G. REDIVISION OF LOT 1 OF BOB LYNN HEIRS FINAL PLAT, WHITTENBURG SURVEYING**

Created one 0.69-acre lot from parcel 009-083.06 on Bob Lynn Road.

**H. GENE AND WANDA GARNER DIVISION FINAL PLAT, WHITTENBURG SURVEYING**

Created one 2.00-acre lot from parcel 093-009.00 on Baxter Road.

**I. DF STAGGS DIVISION FINAL PLAT, WHITTENBURG SURVEYING**

Divided one 7.70-acre tract on Fox Hill Rd into two 3.85-acre lots, from parcel 116-005.00.

**ITEM 8: SUBDIVISION PLATS:**

**A. HEATHWOOD SOUTH SUBDIVISION PRELIMINARY PLAT, WHITTENBURG SURVEYING**

This plat is to create 10 lots (ranging from 0.47 ac to 0.70 ac) on West Cemetery Road from parcel 084-041.00. There will be over 5 acres remaining that is accessed from Heathwood West Dr. One new fire hydrant will be required. There is an existing fire hydrant on this side of West Cemetery Road at the Long Lane intersection, approximately 350 feet to the east. The new Hydrant is proposed to go between lots 5 and 6. Developer is Doug Stewart.

There was much discussion on the access remaining on the acreage. Tax records show the access is still owned by the original developer and is not right-of-way. The original plat shows the access but not as right-of-way. Staff stated that before final plat is submitted the access issue will have to be addressed by the developer. Patrick Rinks emailed the following observations of this subdivision: the fire hydrant has been installed between lots 5 and 6. Recommend existing hydrant to the east near intersection of Long Lane Road be referenced on plat with an approximate distance from east edge of proposed subdivision. Safety of children around the pond could be an issue if the pond is to remain. Not sure if this is a concern for the Planning Commission. Only other issue with this development is possibility that property between this and Heathwood West could be developed later since Doug Stewart reportedly owns both. If possible, recommend Mr. Stewart leave a 50' strip for access to property on north side if ever developed. There is a 50' strip in Heathwood West that might also could be used, but would not recommend that it be the only access. Planning Director Rush stated that he also recommends a 50 strip between West Cemetery and the remainder of the tract for future development access.

Taylor Dillehay stated that Mr. Stewart was currently planning on selling all but 15 acres of the remainder to an adjoining property owner.

Mike Atwood moved to approve the preliminary plat as presented with a recommendation to the developer that a 50' wide strip be left to connect the remainder to West Cemetery Rd. Motion was seconded and approved unanimously.

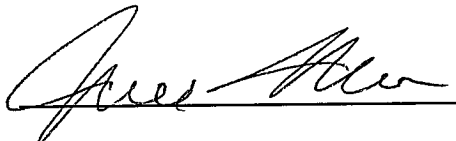




- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: Planning Director Rush stated that next month there will be a public hearing on a subdivision regulation amendment to modify the signing of plats to allow the planning commission to designate others to sign the certificate of approval for recording.
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

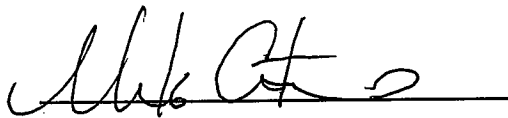
With no further business to discuss, the meeting was adjourned by mutual consent.



Chairman

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Date



Secretary

5-10-22

Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
MAY 10, 2022**

The Putnam County Regional Planning Commission met on May 10, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jim Martin, Terry Randolph, Ted McWilliams, and Phil Wilbourn. Jeff Jones and David Mattson were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay with Whittenburg Surveying, Stephen Raper with Vick Surveying.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE MAY 10, 2022 AGENDA.**

Planning Director Rush stated that due to the Putnam County Election being held on our regular meeting date, the venue was not available for the meeting, so the planning commission meeting was rescheduled for May 10<sup>th</sup>. Terry Randolph moved to approve the agenda for the May 10, 2022, meeting with the addition. Motion was seconded and approved unanimously. Item 3C was added during the meeting.

**ITEM 3: MINUTES OF THE APRIL 5, 2022.**

Jim Martin moved to approve the April 5, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 3A: PUBLIC HEARING ON SUBDIVISION REGULATION AMENDMENT (RESOLUTION 2022-001)**

Proposed resolution to modify the signing of plats to allow the planning commission to designate others to sign the certificate of approval for recording.

Taylor Dillehay stated that the proposed amendment would make things more convenient to get plats signed and recommended that Kevin Rush be designated to sign plats. Stephen Raper stated that he agreed that this change would be more convenient.

**ITEM 3B: SUBDIVISION REGULATION AMENDMENT (RESOLUTION 2022-001)**

Resolution to amend the signing of plats to allow the planning commission to designate others to sign the certificate of approval for recording. Jim Martin moved to approve the following resolution. Motion was seconded and approved unanimously.

**AMENDMENT 2022-001**

**AN AMENDMENT TO THE PUTNAM COUNTY SUBDIVISION REGULATIONS REGARDING  
DELEGATION OF PLAT SIGNING AUTHORITY**

**WHEREAS**, as stated under *Section 13-3-403 of the Tennessee Code Annotated*, inclusive, authorizes the Putnam County Regional Planning Commission to revise the Subdivision Regulations that will protect the health, safety and welfare of the general public; and

**WHEREAS**, a revision of the subdivision regulations is sometimes required because of changes to state law and/or as a result of court rulings; and

**WHEREAS**, a revision of the subdivision regulations can be made to clarify the regulations; and

**WHEREAS**, a public hearing was held on May 10, 2022, with public notice of public hearing published more than 30 days in advance of the public hearing in the Herald Citizen Newspaper; and

**NOW, THEREFORE, BE IT RESOLVED** by the Putnam County Regional Planning Commission as follows:

**SECTION I:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Article II is hereby amended to insert '(or designee)' following the text "by the Secretary" in both the first paragraph and section A.1.**

**SECTION II:** The Subdivision Regulations for Putnam County, Tennessee as indicated shall be amended as follows:

**Appendix B is hereby amended to insert '/Designee' following the text "Secretary" in form 7 (Certificate of approval for recording).**

**SECTION III:** This amendment shall become effective following adoption by the planning commission:

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**Chairman, Putnam County Regional Planning Commission**

---

**Date**

**ATTEST:**

---

**Secretary, Putnam County Regional Planning Commission**

---

**Date**

**ITEM 3C: PLAT SIGNING DESIGNATION**

Mike Atwood moved to designate Kevin Rush, personally and not in his official capacity as Planning Director, to sign the certificate of approval for recording on plats. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 3/1/2022.
- **Heathwood South Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 4/5/2022.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.
- Mike Atwood stated that money orders are the same as cash and we may not be able to take those as surety. Planning Director Rush stated that he would contact the comptroller's office of county audit and report back. It was also suggested that all Letters of Credit be reviewed by Jim Martin. Staff stated that would be a simple matter to send them to Jim for review.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

**A. LOT 22 & 23 OF MEADOW CREEK COMBINATION FINAL PLAT, VICK SURVEYING**

Combined parcels 071M A 022.00 and 071M A 023.00 on Clinchfield Drive into one 3.31 acre lot.

**B. PALK AND LAIR LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING**

Adjusted the line between parcels owned by Gary and Nina Palk on Cumby Rd. (028.05, 032.02 and 032.07 on map 029). One parcel was eliminated.

**C. LINE ADJUSTMENT STEELE AND WHITLEY FINAL PLAT, WHITTENBURG SURVEYING**

Adjusted the line between parcels owned by Angelina and Gregory Whitley on Westgate Rd. (055B-C-005.01 and 055B-C-005.02).

**D. REDIVISION OF LOTS 7-9 PEMBROOKE PINES FINAL PLAT, WHITTENBURG SURVEYING**

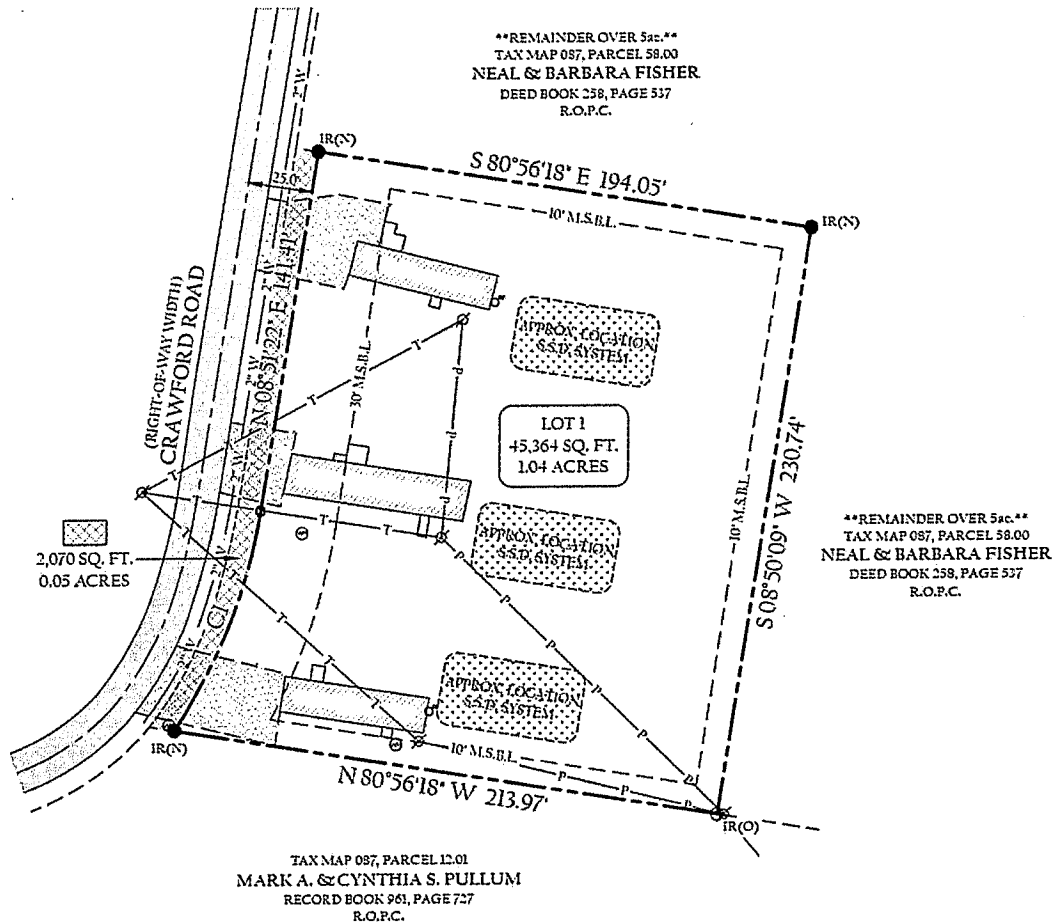
Redivided lots 7-9 of Pembroke Pines into 2 lots.

**ITEM 8: SUBDIVISION PLATS:**

**A. NEAL AND BARBARA FISHER DIVISION FINAL PLAT, WHITTENBURG SURVEYING**

This plat is to create one 1.04-acre lot on Crawford Rd. This lot has three existing mobile homes each with an existing septic system. All three homes violate the front setback. All three mobile homes have an individual septic system.

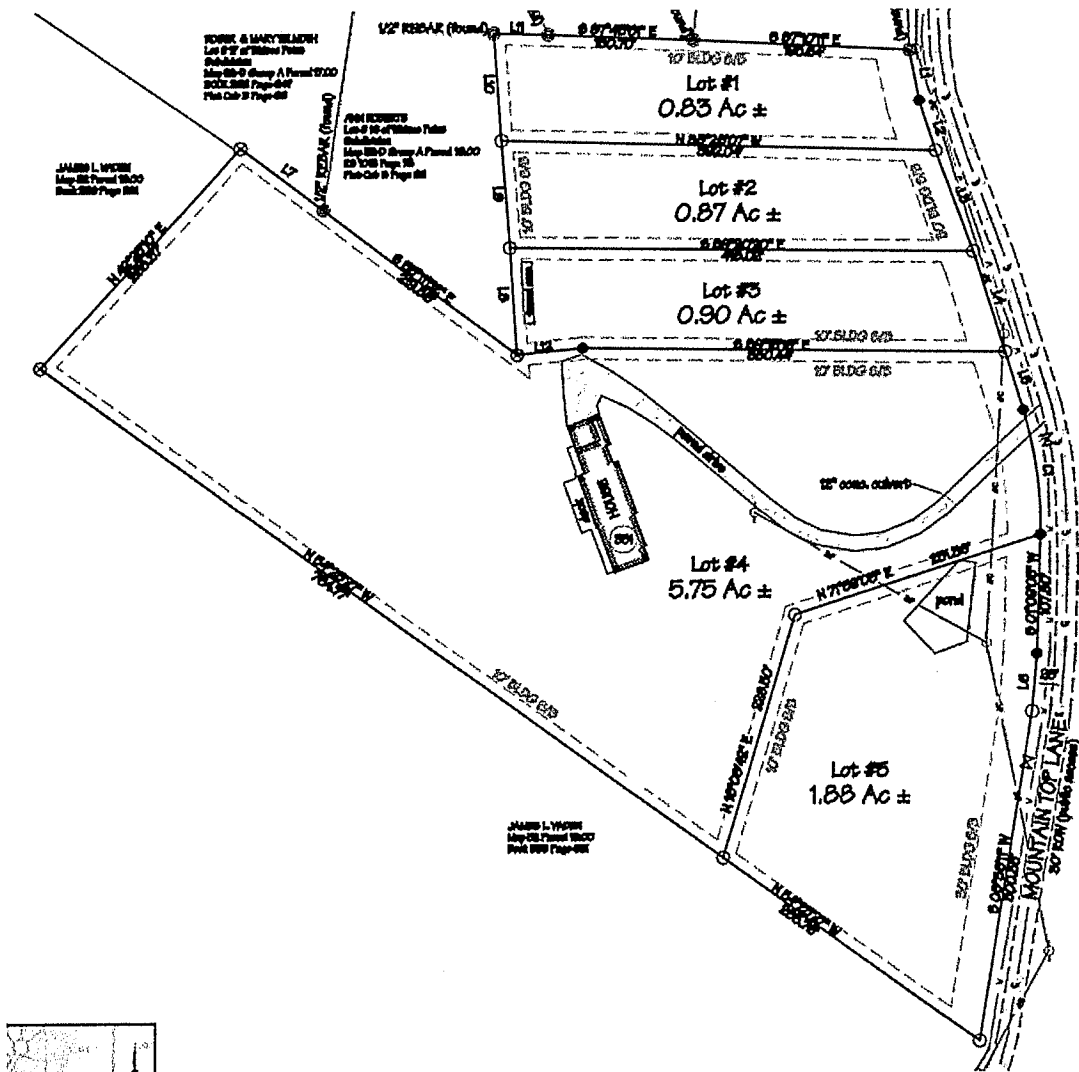
Mike Atwood moved to approve the plat subject with a setback violation note and show drainage tiles under driveways on the plat. Motion was seconded and approved unanimously.



**B. JAMES LITTLE SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING**

This plat is to create 5 lots (ranging from 0.83 ac to 5.75 ac) on Mountain Top Lane from parcels 051-040.00 and 051-041.00. There is a 6-inch waterline on Mountain Top Lane.

Ted McWilliams stated that he must abstain due to his firm selling the property. Patrick Rinks recommended a drainage easement following ditch contour on lot 5 and adding the water pressure certificate. Jim Martin moved to approve the plat subject to the addition of the missing plat certificate and recommended drainage easement. Motion was seconded and approved unanimously with Ted McWilliams abstaining.



**ITEM 9: STAFF REPORTS**


- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

  
Chairman

\_\_\_\_\_  
Date

  
Secretary

6 - 7 - 22  
Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
JUNE 7, 2022**

The Putnam County Regional Planning Commission met on June 7, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jim Martin, David Mattson, Terry Randolph, Ted McWilliams, and Phil Wilbourn. Jeff Jones was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Taylor Dillehay with Whittenburg Surveying, Stephen Raper with Vick Surveying, Anthony Leonard, Ed DeGroat, Peter Medlyn, Justin Hill, and Jim Herrin with the Herald-Citizen.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE JUNE 7, 2022, AGENDA.**

Terry Randolph moved to approve the agenda for the June 7, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE MAY 10, 2022.**

Phil Wilbourn asked if changes were covered by the press. Planner Rush briefly described what changed in Regulations. Mike Atwood moved to approve the May 10, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 3/1/2022.
- **Heathwood South Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 4/5/2022.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

**A. LOT 1 OF THE CORA JUDD HEIRS PROPERTY, VICK SURVEYING**  
Created one 0.94 acre lot from parcel 095-069.00 on Eller Ridge Road.

**B. TRACT 3 OF THE EARL NICHOLS PROPERTY, VICK SURVEYING**



Divided parcel 026-065.02 on Bowser Road into one 0.46 acre lot and one 4.56 acre lot.

**C. PENDLETON / HUDDLESTON PROPERTY, VICK SURVEYING**

Adjusted the lot line between parcels 017-017.02 and 017-017.07 on Shipley Rd.

**D. PASCUAL FRANCISCO PROPERTY, VICK SURVEYING**

Divided 0.06 acres off 028-048.01 for a Twin Lakes station on Pippin Road at Glenn Road.

**E. RONNIE LANE PROPERTY, VICK SURVEYING**

Divided parcel 047-011.05 on Hanging Limb Rd into one 2.98 acre lot and one 3.00 acre lot.

**F. CURT BROCK PROPERTY, VICK SURVEYING**

Adjusted the lot line between parcels 092-046.00 and 092-047.00 on Carrs Chapel Rd at Tonce Carter Rd.

**G. BARRETT DIVISION PROPERTY, GOTRO SURVEYING**

Created one 1.501 acre lot from parcel 112-038.00 on Cookeville Boad Dock Rd.

**H. MARGARET ROSE PROPERTY, WIGGINS SURVEYING**

Adjusted the lines between parcels 091-065.04- and 091-065.00 on Center Hill Dam Rd.

**A. REVISED FORSYTHIA FARMS PRELIMINARY PLAT, WHITTENBURG SURVEYING**

**CERTIFICATE OF OWNERSHIP AND DEMARCATION**

**CERTIFICATE OF ADEQUACY**

**CERTIFICATE OF THE APPROVAL OF THE LOCAL AUTHORITY**

**CERTIFICATE OF THE PLANNING COMMISSION/COMMITTEE**

**CERTIFICATE OF THE APPROVAL OF THE LOCAL AUTHORITY**

**LOT TABLE**

**LOT TABLE**

**LOT TABLE**

**GENERAL NOTES**

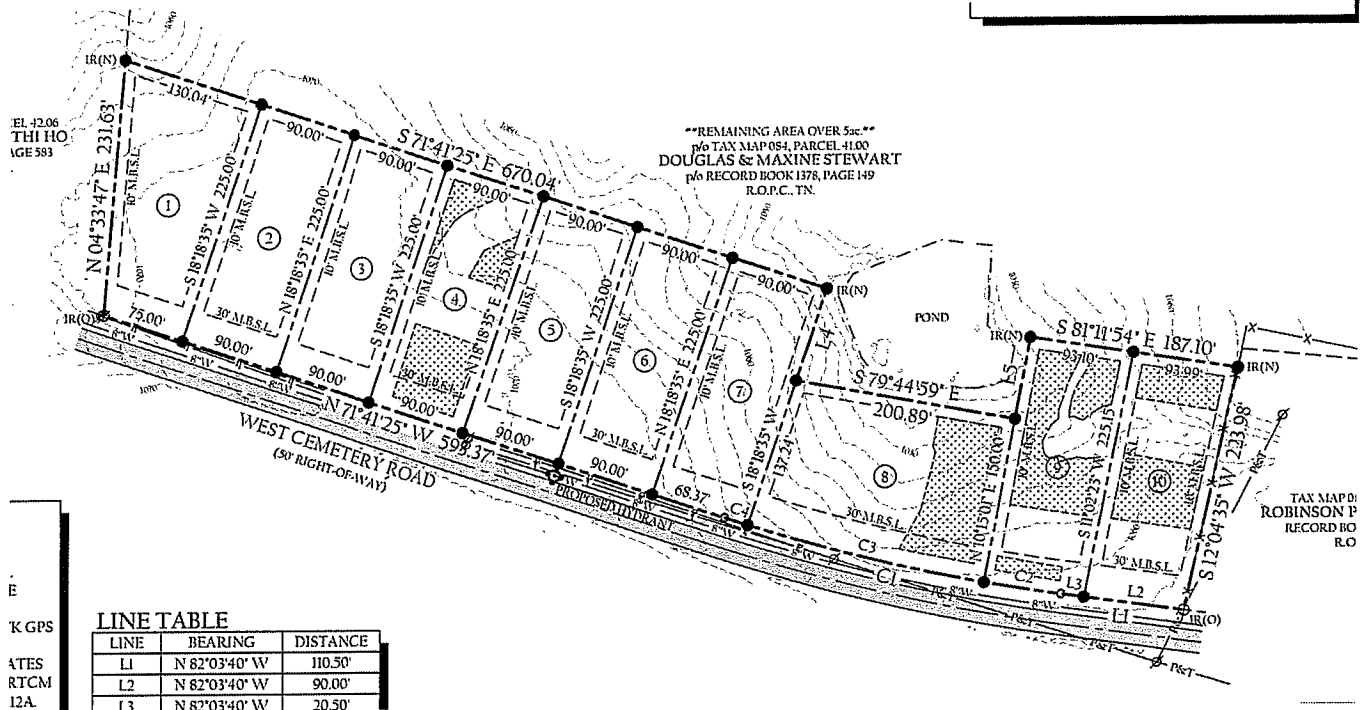
**LEGEND**

**TOTAL AREA = 40.61 ACRES**

Page 3 of 9

## B. HEATHWOOD SOUTH SUBDIVISION FINAL PLAT, WHITTENBURG SURVEYING

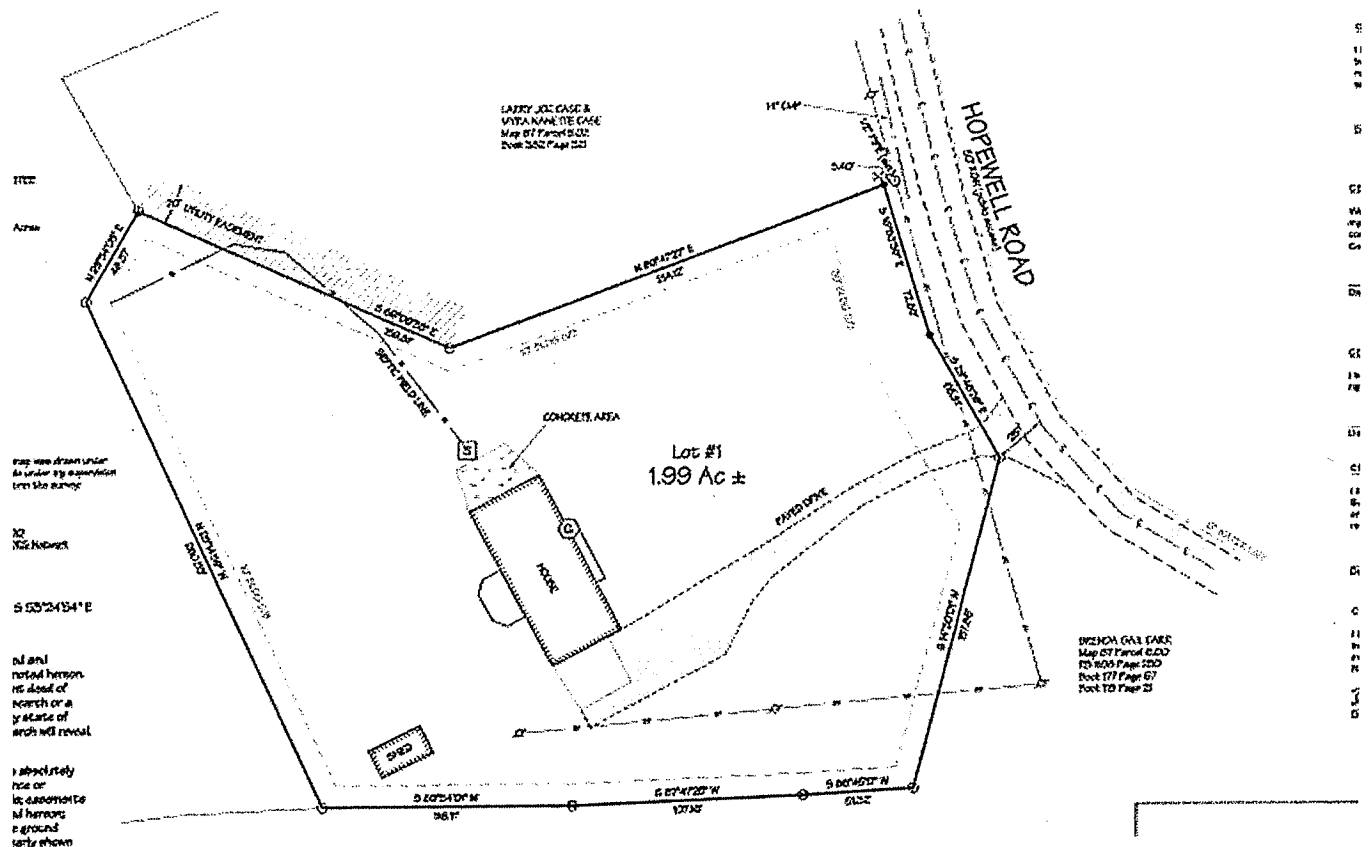
This plat is to create 10 lots (ranging from 0.47 ac to 0.70 ac) on West Cemetery Road from parcel 084-041.00. There will be over 5 acres remaining that is accessed from Heathwood West Dr. One new fire hydrant was required and is between lots 5 and 6. There is an existing fire hydrant on this side of West Cemetery Road at the Long Lane intersection, approximately 350 feet to the east. Developer is Doug Stewart.



Fire hydrant has been installed and soils done. Developer stated that he had contacted the USPS office about the location of the required cluster box unit (CBU) but that he had not gotten a response. A certificate was added and signed by the developer stating that he was aware of the USPS requirement and working to get the location finalized. The water pressure certification was missing from the plat. Mike Atwood moved to approve the final plat subject to the addition of the missing plat certificate. Motion was seconded and approved unanimously.

**C. EUDA KATE SHANKS PROPERTY FINAL PLAT, VICK SURVEYING**

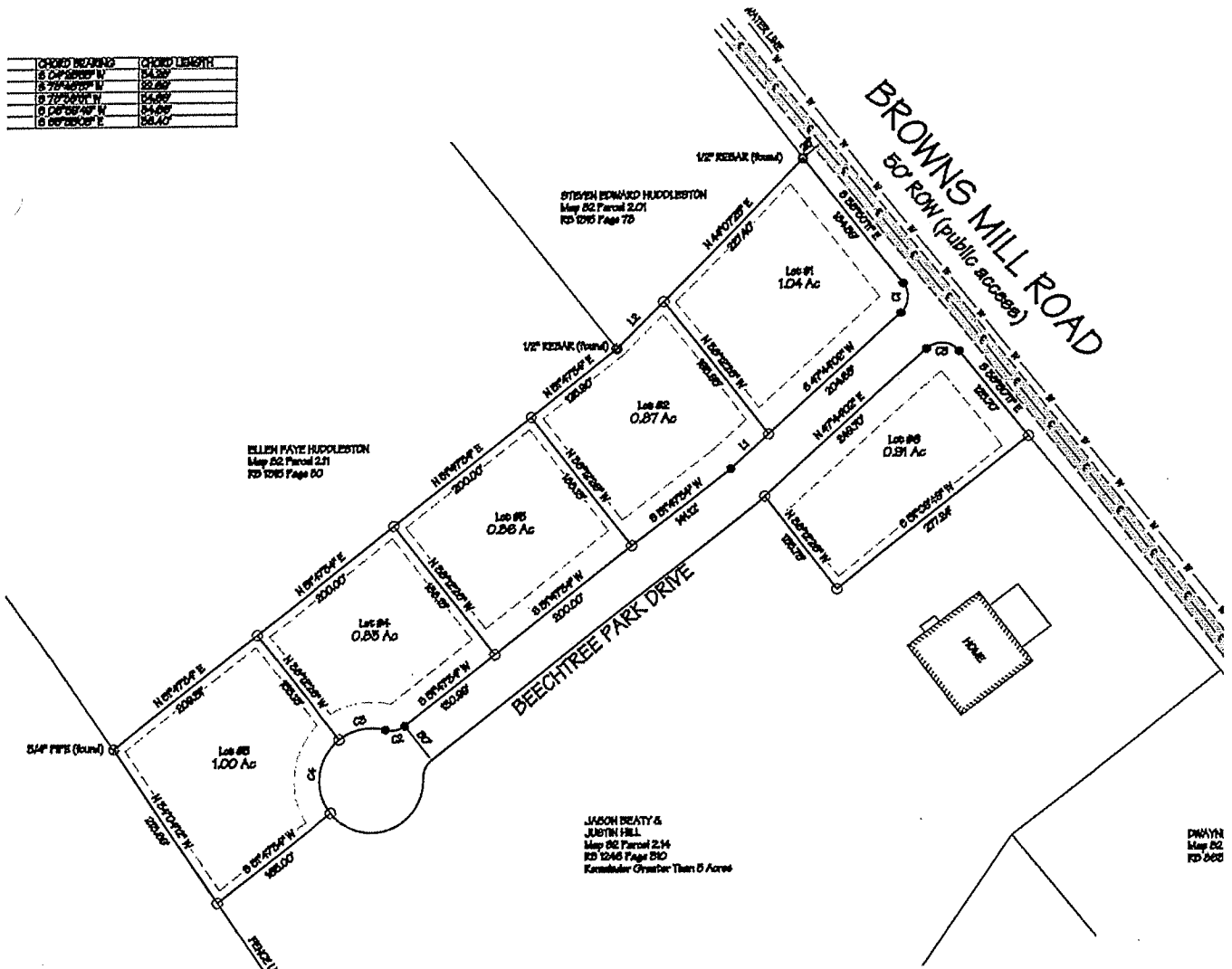
This plat is to create one 1.99 acre lot from 087-005.00 on Hopewell Rd. A small portion of the septic system field lines crosses the property line with an adjoining parcel. They have obtained an easement for that portion. The field lines curve and cross into parcel 087-005.02 before returning into this proposed lot.



The easement as shown needs to be recorded and the recording information placed on the plat. Dale Moss moved to approve the plat subject to the easement being recorded and the recording information being added to the plat. Motion was seconded and approved unanimously.

#### D. BEECHTREE PARK SUBDIVISION PRELIMINARY PLAT, VICK SURVEYING

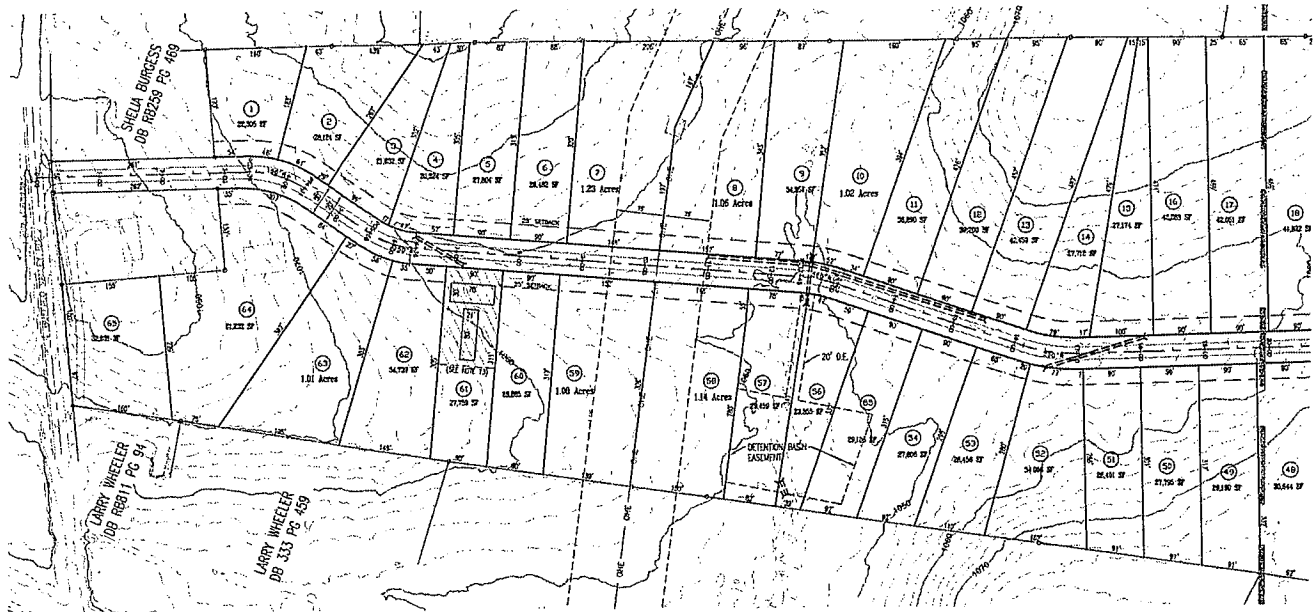
This plat is to create 6 lots (ranging from 0.83 ac to 1.04 acre on Browns Mill Road from parcel 082-002.14. There will be over 5 acres remaining with a house. The preliminary plat contains on new road which will be used to access four of the six lots. Lots one and six both front on Browns Mill Rd. and the new street, Developer is Justin Hill.

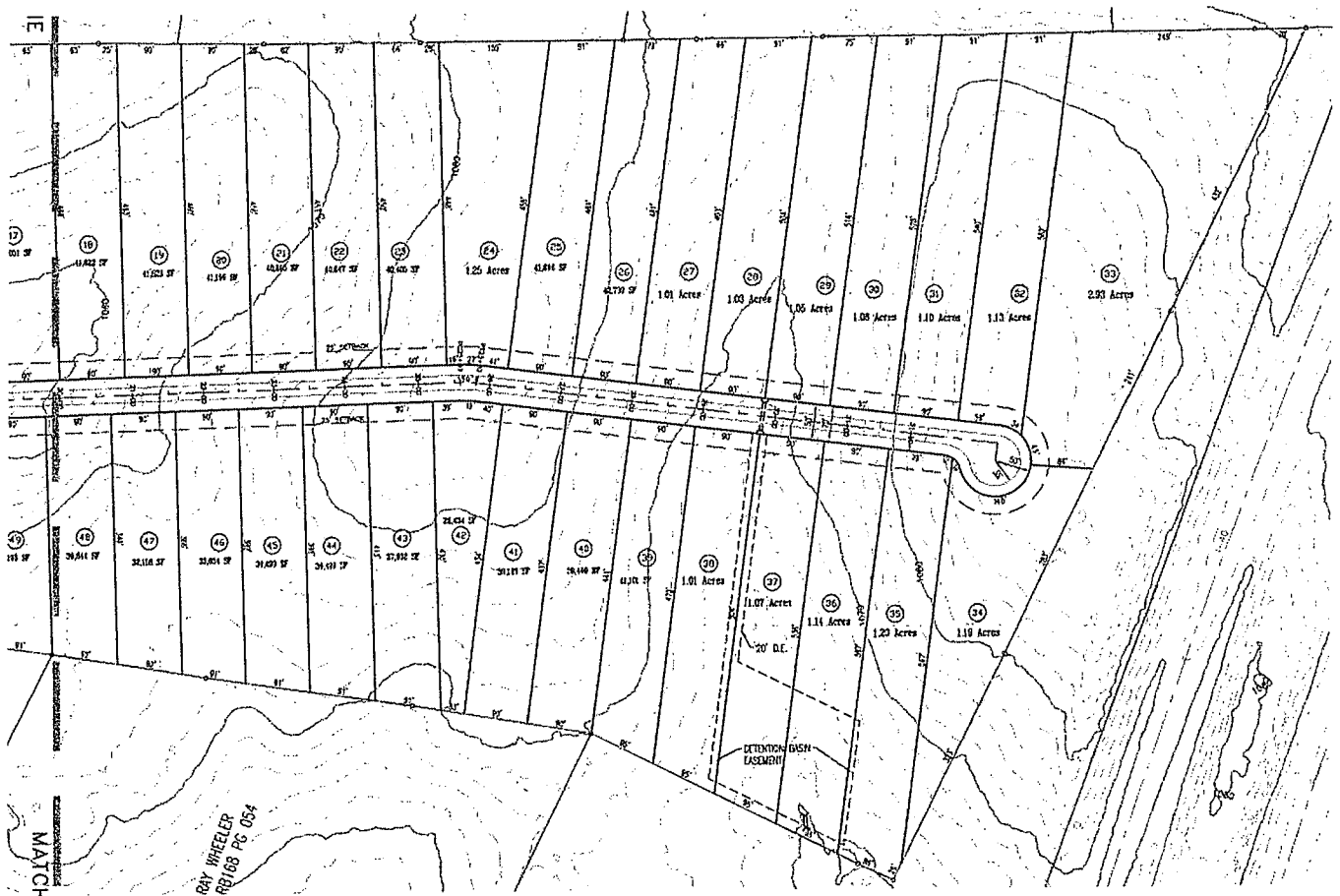


This site is located just outside of the municipal boundary of Cookeville. Staff noted that there could be drainage issues and a potential issue with the road as it appeared to be under construction already. Justin Hill said that they have taken dirt from the new county fairground, expo center, and the new FedEx facility sites and put down rock along the proposed road to be able to move the dirt and remove trees in the property. He stated that the lots have been soil mapped by a soil scientist and will have the septic areas along the rear lines of the lots (along the Huddleston lot lines). Mr Hill stated that these will be commercial lots as there is a cabinet shop, not a house, on the remaining acreage. It was recommended that the Developer retain an Engineer to assist with the road and drainage. Mike Atwood moved to approve the preliminary plat subject to a Plan and Profile of the road and the developer working with staff to resolve the drainage and road issues before the final plat is submitted. Motion was seconded and approved unanimously with Dale Moss abstaining.

**E. CANE CREEK FARMS SUBDIVISION PRELIMINARY PLAT, BATSON, HIMES, NORVELL & POE SURVEYING**

This plat is to create 65 lots (ranging from 20,324 SF to 2.93 ac on Buffalo Valley Rd from parcel 055-095.00. One new road is proposed street that ends in a cul-de-sac. Said road will exceed 1200 feet in length. Plan and profile has been submitted. Developer is McNabb Family Properties.





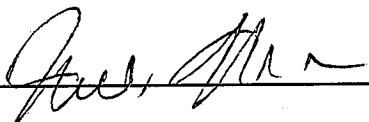
Peter Medlyn stated that these will all be single family homes. They have engineered drainage basins and sediment ponds and those have been approved by Tennessee Department of Environment and Conservation (TDEC) and are reflected on the plat. The drainage easements and retention areas as well as the cluster box units required by the USPS will be maintained by a home owners association. He stated that he is working with Double Springs Utility on upgrading the water line on Buffalo Valley Road from a 4-inch line to a 6-inch or larger. A minimum of 4 fire hydrants will be required. Phil Wilbourn stated that in the past, we have required a cul-de-sac turnaround every 1200 feet on streets longer than 1200 feet. Sight distance appeared acceptable and Mr. Medlyn stated their engineer had confirmed the sight distance. Jim Martin moved to approve the preliminary plat subject to adequate water supply for domestic use and fire protection and the addition of a cul-de-sac turnaround every 1200 feet along the proposed road with a variance on cul-de-sac length. Motion was seconded and approved unanimously.

**ITEM 9: STAFF REPORTS**

- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

  
\_\_\_\_\_  
Chairman

7-5-2022  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
JULY 5, 2022**

The Putnam County Regional Planning Commission met on July 5, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Jeff Jones, Jim Martin, David Mattson, Terry Randolph, Ted McWilliams, and Phil Wilbourn. Secretary Mike Atwood was absent.

Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Neil Semple with Tare, Inc., Chase Carter, Benjamin Armstrong, and Jim Herrin with the Herald-Citizen, and a representative of Stonecom Communications.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE JULY 5, 2022, AGENDA.**

Staff stated that due to a change in state law, an item will need to be added to the agenda as Item 8C. Jim Martin moved to approve the agenda for the July 5, 2022 meeting with the addition. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE JUNE 7, 2022.**

Terry Randolph moved to approve the June 7, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **James Little Property**, Vick Surveying. Conditional preliminary approval 5/10/2022.

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS**

**A. FREGIA / TWIN LAKES PROPERTY, VICK SURVEYING**

Created one 0.06 acre lot for Twin Lakes utility use from parcel 008-010.00 on Paran Road at Cynthia St.

**B. LOT 1 OF THE SEAN FLATT PROPERTY, VICK SURVEYING**

Divided parcel 029-070.02 on J L McBroom Road into one 0.86 acre lot with more than 5 acres remaining.

**C. TRACT 3 OF THE EARK NICHOLS PROPERTY, VICK SURVEYING**

Divided parcel 026-065.02 Bowser Rd into one 0.46 acre lot and one 4.56 acre lot.

**D. COMBINATION OF LOTS 25 & 26 OF TWIN CREEKS SUBDIVISION, WHITTENBURG SURVEYING**

Combined lots 25 (parcel 068I A 025.00) and 26 (068I A 026.00) into one 1.75-acre lot on Twin Creeks Drive.

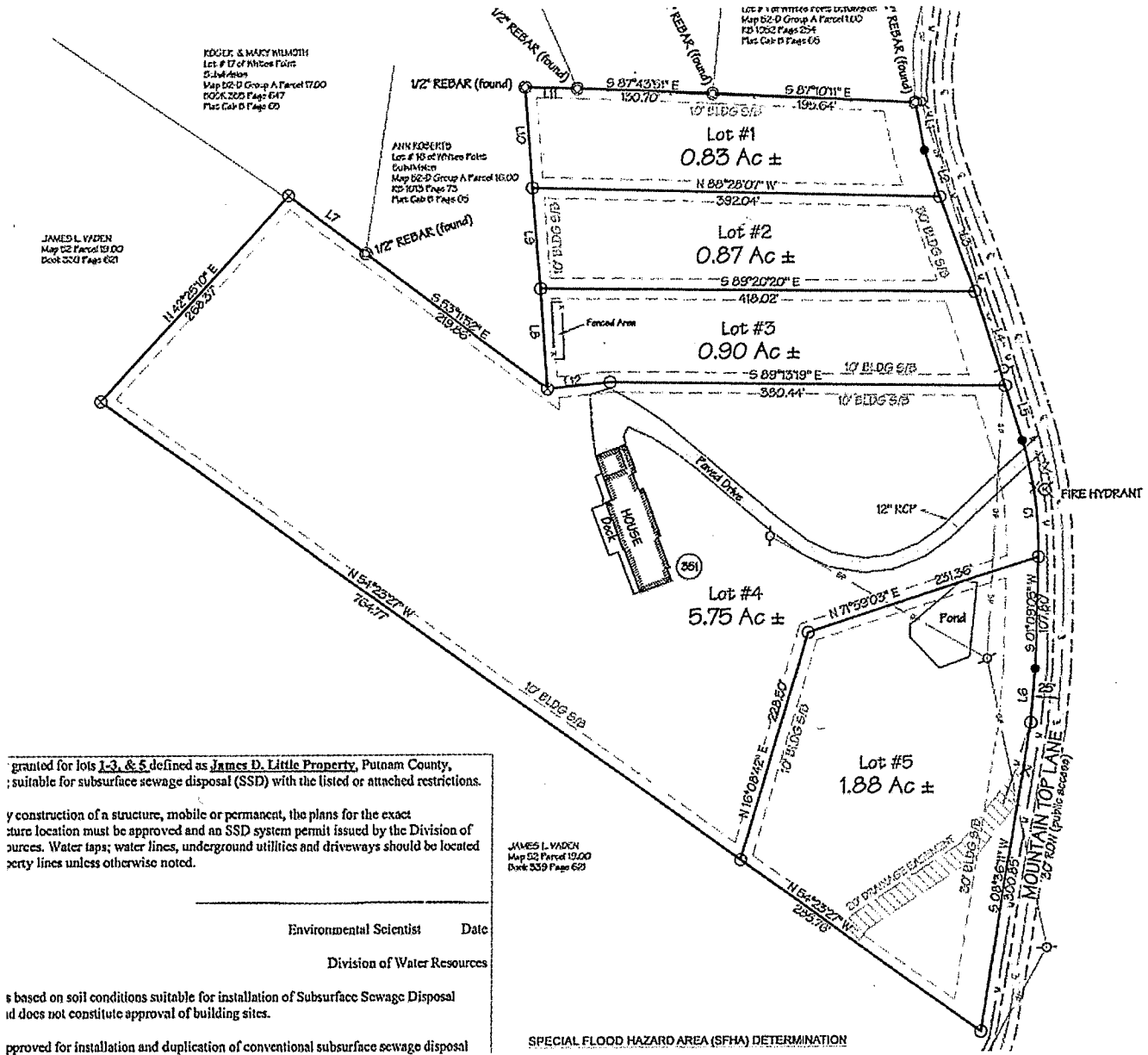
**E. LESETTE PIPPIN DIVISION, WHITTENBURG SURVEYING**

Adjusted the lines between parcels 037-041.03 and 037-064.01 on Higgenbottom Rd.

## ITEM 8: SUBDIVISION PLATS:

### A. JAMES LITTLE PROPERTY FINAL PLAT, VICK SURVEYING

This plat is to create 5 lots (ranging from 0.83 ac to 5.75 ac) on Mountain Top Lane from parcels 051-040.00 and 051-041.00. There is a 6-inch waterline on Mountain Top Lane. The proposed fire hydrant has been installed and the drainage easement was added to the plat.



Rinks pointed out they needed to add the Water Pressure Certification. David Mattson moved to approve the final plat subject to all signatures. Ted McWilliams abstained from voting due to a conflict of interest. Motion was seconded and approved unanimously.

**B. WINDOW CLIFF ROAD SUBDIVISION PRELIMINARY PLAT, TARE INC SURVEYING**  
This plat is to create 22 lots (ranging from 20,060 sq ft to 29,102 sq ft with the typical lot being 85' x 236', 20,060 SF ) on Window Cliff Road from parcel 111 014.01. There will be over 48 acres remaining. They have left two 50-foot-wide strips to the remainder for future development. Only one hydrant was shown but surveyor indicated they would add one or two more to meet the spacing requirements. There is a 6-inch waterline on Window Cliff Road. Developer is Jackie Schubert.

Staff stated that during a site visit that day, the lots were not staked off and needed to be. Due to the lack of stakes, the sight distance of the eastern reservation strip was not known. Developer stated that more hydrants would be added to make sure the lots comply with the coverage requirements. The speed limit on Window Cliff Road was unknown. Sight distance could be a problem with some of the driveways. Some of the lots are steep. Jim Martin moved to grant preliminary sketch approval, subject to the lots being staked, and sight

distance being determined for the reservation strips and submittal of a preliminary plat with any required revisions. Motion was seconded and approved unanimously.

**ITEM 8C: Public Chapter 994**

- Public Chapter 994 changes the staff approval of subdivision. The county commission must now approve the planning commission delegating plat approval. To continue staff approval, County Attorney Jeff Jones recommends that the following motion be approved.
- Pursuant to Tennessee Code Annotated 13-3-402, as amended, the Putnam County Regional Planning Commission recommends to the Putnam County Commission that it approve, by a majority, the delegation of authority to the Planning Staff of the Putnam County Regional Planning Commission to preliminarily approve, finalize the approval of, or certify a subdivision plat.

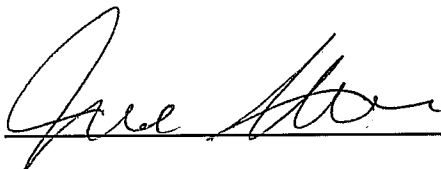
Terry Randolph moved that Pursuant to Tennessee Code Annotated 13-3-402, as amended, the Putnam County Regional Planning Commission recommends to the Putnam County Commission that it approve, by a majority, the delegation of authority to the Planning Staff of the Putnam County Regional Planning Commission to preliminarily approve, finalize the approval of, or certify a subdivision plat. Motion was seconded and approved unanimously.

**ITEM 9: STAFF REPORTS**

- Report from Chairman: None
- Report from Planning Commission Engineer: Planning Commission Engineer Rinks stated that he and Randy Jones had proof rolled the road in the Cliffs Subdivision. One soft spot was identified, cut out and replace with rock. Rock base has been installed and they may bring in for Final Approval next month.
- Report from Planning Director: None
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

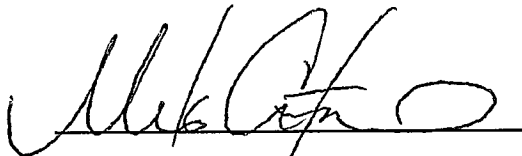
With no further business to discuss, the meeting was adjourned by mutual consent.



Chairman



Date



Secretary



Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
AUGUST 2, 2022**

The Putnam County Regional Planning Commission met on August 2, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, David Mattson, Terry Randolph, Ted McWilliams, and Phil Wilbourn.

Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Ron Williamson, Wade Atkins, Bryce Stone, Anthony and Doreen Sherrill, Anthony Leonard, Russell Mullens, Stephen Raper of Vick Surveying, Patricia Saso, Richard Morsemen, Gail Haggard, Jim Herrin with the Herald-Citizen, and Betsy Scarisbrick of Stonecom Communications.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE AUGUST 2, 2022, AGENDA.**

Jim Martin moved to approve the agenda for the August 2, 2022 meeting with the addition. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE JULY 5, 2022.**

Dale Moss moved to approve the July 5, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **The Cliffs Preliminary Plat**, Goad Surveying. Conditional preliminary approval 12/7/2021.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Window Cliff Road Subdivision**, TARE INC Surveying. Conditional Sketch Approval 7/5/22

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **Willow Estates**- Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II**- Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.

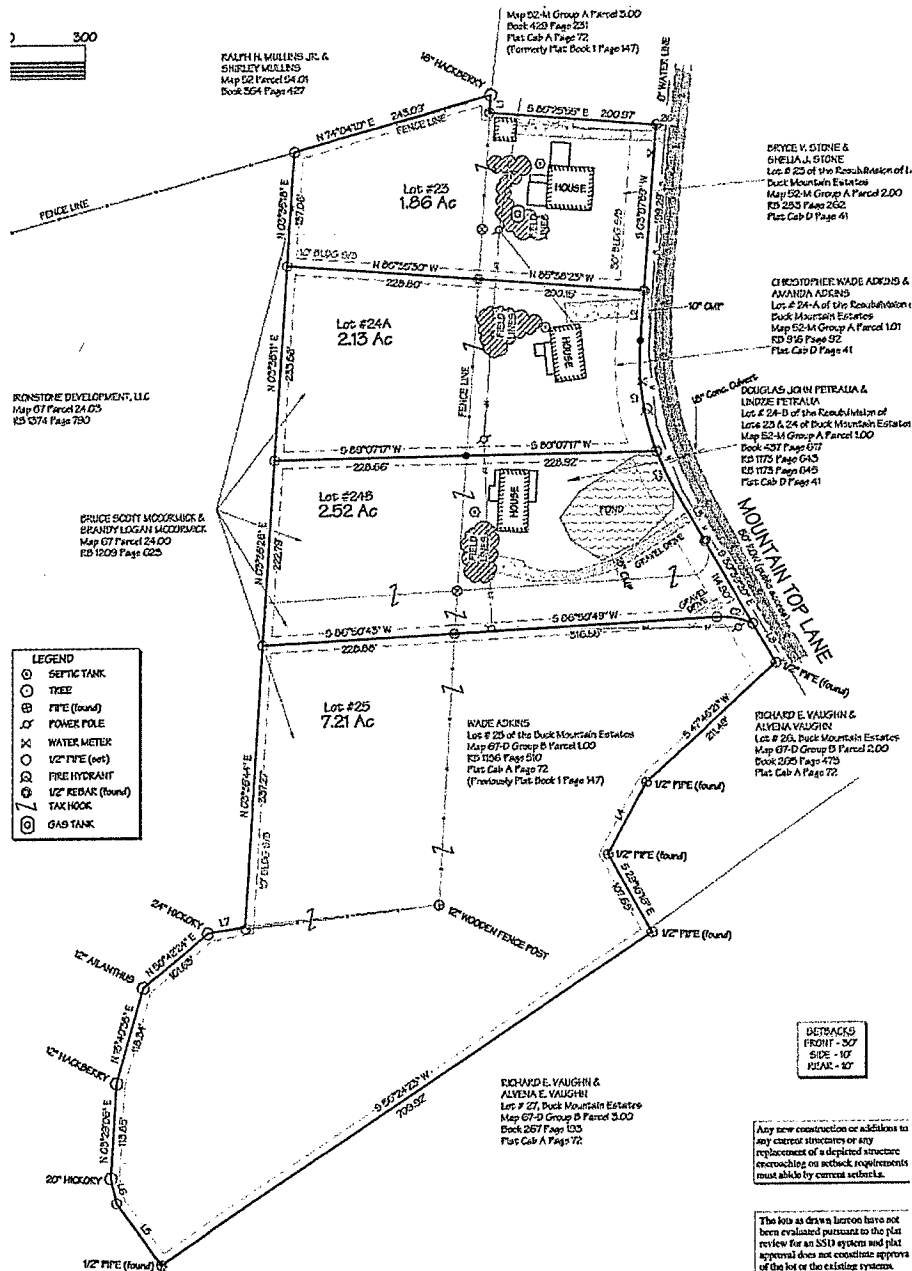
**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS: NONE**



## B. REVISED PLAT OF LOTS 23, 24A, 24B, AND 25 OF BUCK MOUNTAIN ESTATES, VICK SURVEYING

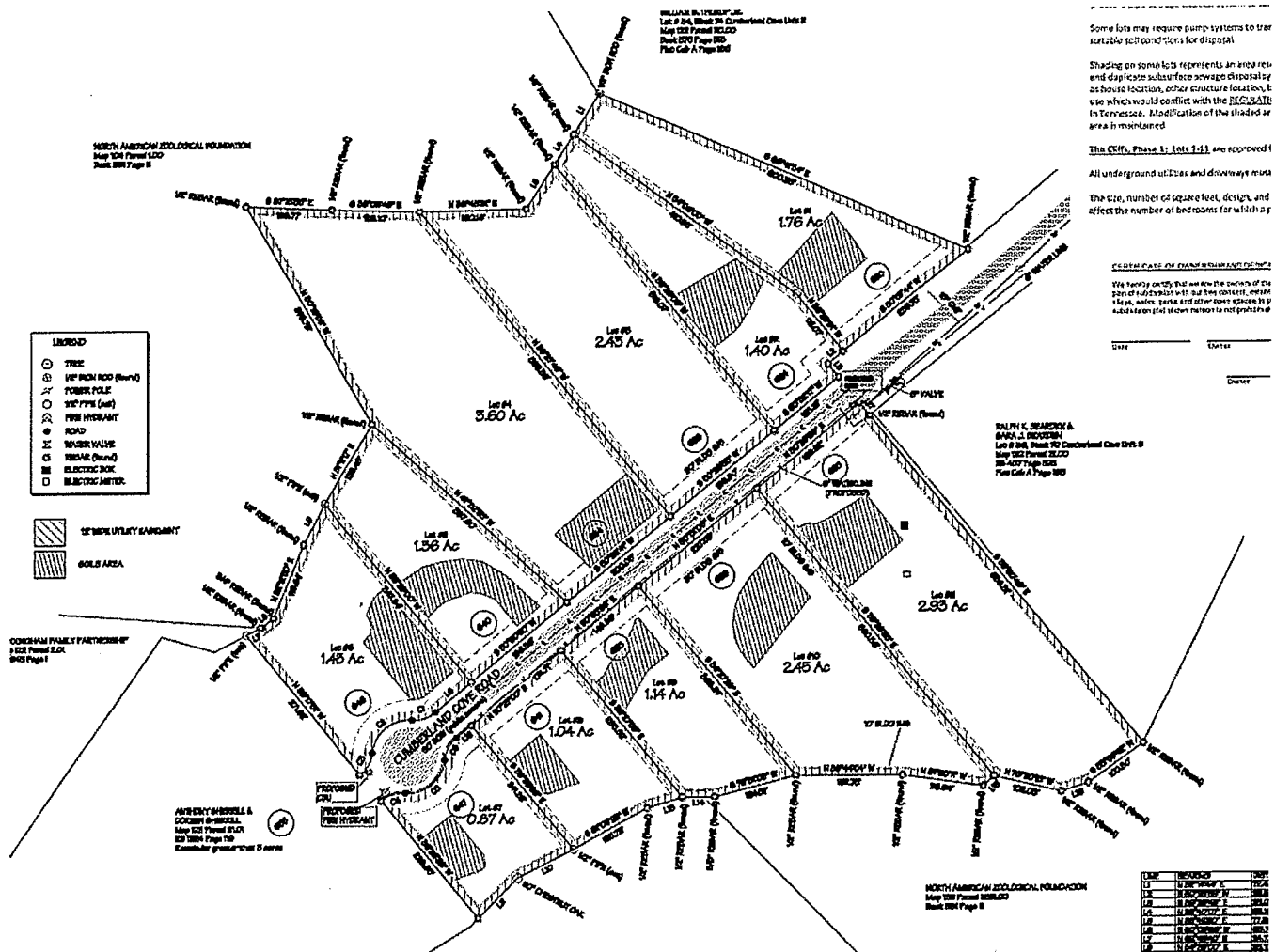
This plat is to eliminate Map 067 parcel 024.00 by combining a portion of it with lots 23, 24A, 24B, and 25 of Buck Mountain Estates. This plat combines a parcel adjoining behind lots 23, 24A, 24B, and 25, and will eliminate that tract behind those lots. Access to Ironstone property is off of Dry Valley Road. There was some discussion on a parcel line on lot 24B that did not actually exist and needed to be removed. Dave Mattson moved to approve the plat subject to that line being removed to clear it up. Motion was seconded and approved unanimously.





### C. THE CLIFFS FINAL PLAT, VICK SURVEYING

This plat is to create eleven lots at the end of Cumberland Cove Road. An extension of Cumberland Cove Road will be required. One new fire hydrant will also be required. Lots will range from .086 acres to 3.3 acres. They have submitted a plan and profile of the proposed road. According to the surveyor, the existing road right-of-way was wider than regulations specifications and squared at the end as shown on the plat. The family plans to have a farm on the remaining portion of the tract. Plans are for septic to be on individual lots. The developer has submitted a Letter of Credit in the amount of \$80,000 as surety for the completion of the road.



Gail Haggard, member of Cumberland Cove Property Owners Association, stated that the POA has deed restrictions on the surrounding 2200 acre reserve area. Ron Williamson questioned who would be maintaining the road. Staff stated that once the road was completed and Mr. Sherrill formally requested that the county accept it as a county street and sign a Warranty Contract, the Putnam County Highway Dept would maintain the new road and existing road to development. To avoid any confusion, it was suggested that a plat note be added to the plat stating that this subdivision is not part of Cumberland Cove. Mr. Sherrill stated that he did have their own restrictions but did not plan on forming an HOA. Mike Atwood moved to approve the final plat with the addition of the plat note and accept the letter of credit. Motion was seconded and approved unanimously.

**ITEM 9: Other Business**

**A. Public Chapter 994**

- The county commission approved the delegation of authority at the last meeting. Just to make sure all the "I"s are dotted, and "T"s crossed, we need to approve the following motion:
- Pursuant to Tennessee Code Annotated 13-3-402, as amended, whereas the Putnam County Commission has approved, by a majority, the delegation of authority to the Planning Staff of the Putnam County Regional Planning Commission, the Putnam County Regional Planning Commission delegates to the Kevin Rush, (Putnam County Director of Planning) the authority to preliminarily approve, finalize the approval of, or certify a subdivision plat of 2 lot subdivision as per Article II Section A.1 of the Putnam County Subdivision Regulations.

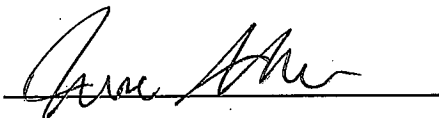
Ted McWilliams moved, pursuant to Tennessee Code Annotated 13-3-402, as amended, whereas the Putnam County Commission has approved, by a majority, the delegation of authority to the Planning Staff of the Putnam County Regional Planning Commission, the Putnam County Regional Planning Commission delegates to Kevin Rush, (Putnam County Director of Planning) the authority to preliminarily approve, finalize the approval of, or certify a subdivision plat of 2 lot subdivision as per Article II Section A.1 of the Putnam County Subdivision Regulations. Motion was seconded and approved unanimously.

**ITEM 10: STAFF REPORTS**

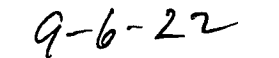
- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: The James White Subdivision was approved in December 2021?? with the installation of sprinklers, but Utility District actually upgraded the lines to the property, and the developer installed a fire hydrant.
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.



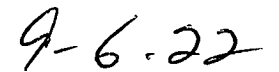
Chairman



Date



Secretary



Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
SEPTEMBER 6, 2022**

The Putnam County Regional Planning Commission met on September 6, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Secretary Mike Atwood, Jeff Jones, Jim Martin, David Mattson, Terry Randolph, and Phil Wilbourn. Ted McWilliams was absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Jackie Schubert, David Clouse, Barry Bush, Stephen Raper of Vick Surveying, and Jim Herrin with Herald-Citizen.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE SEPTEMBER 6, 2022, AGENDA.**

Jim Martin moved to approve the agenda for the September 6, 2022 meeting with the addition of the Fairview Schoolhouse Property which was inadvertently left off the agenda as item 8B. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE AUGUST 2, 2022.**

Dale Moss moved to approve the August 2, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Window Cliff Road Subdivision**, TARE INC Surveying. Conditional Sketch Approval 7/5/22

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

Staff informed the planning commission that there are two surety instruments that expire in October. The surety instruments for both Willow Estates and Autumn Woods are set to expire in October, the 9<sup>th</sup> and 22<sup>nd</sup> respectively. Staff has talked to both and they both plan to have the paving finished by those dates. If the paving is not completed, both developers are aware that new letters of credit will need to be submitted before the meeting.

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.
- **The Cliffs-** Anthony Sherrill (\$80,000 LOC, Expiring July 1, 2023) for extension of Cumberland Cove Road. Final Plat approved August 2, 2022.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS:**

**A. MONTEREY / TWIN LAKES PROPERTY FINAL PLAT, VICK SURVEYING**

This plat is to create one .06 acre tract for a telecom substation from map 097 parcel 032.01 on Clouse Drive.

**B. BURNETT FAMILY PARTNERS 2 LOT SUBDIVISION FINAL PLAT, VICK SURVEYING**

Created 2 lots with over 5 remaining from map 018 parcel 052.00 on Village Road.

**C. AARON MCDERMOTT DIVISION, REVISION 1 FINAL PLAT, RON TAYLOR SURVEYING**

Adjusted the line between parcels (map 085 parcel 053.00 and map 085 parcel 053.05) on Ben Jared Road.

**D. BARRETT DIVISION, REVISED FINAL PLAT, GOTRO SURVEYING**

Parcel (map 112 parcel 038.01) with house and mobile home was divided into two separate lots on Cookeville Boat Dock Road.

**E. PENDLETON / HUDDLESTON PROPERTY FINAL PLAT, VICK SURVEYING**

This plat adjusted the boundary between tracts (map 017 parcel 017.01 and map 017 parcel 017.02) on Shipley Road.

**F. BOUNDARY LINE ADJUSTMENT ON THE JESSE REMBOLT PROPERTY FINAL PLAT, VICK SURVEYING**

Adjusted the boundary between map 091 parcel 077.00 and map 091 parcel 077.02 on Center Hill Dam Road.

**G. MURPHY & PITTMAN BOUNDARY LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING**

Adjusted the boundary between map 050 parcel 003.00 and map 050 parcel 003.08 on Macedonia Road.

**H. COLIN LONG PROPERTY FINAL PLAT, WHITTENBURG SURVEYING**

Created one 0.88 lot with an existing house from map 036 parcel 084.00 on Bruce Ridge Road.

**I. COMBINATION PLAT FOR LOT #74 AND 75 OF THE LANDING AT FALLING WATER RIVER FINAL PLAT, VICK SURVEYING**

Combined lots 74 and 75 (map096P Group B parcels 074.00 and 075.00) of the Landing at Falling Water River.

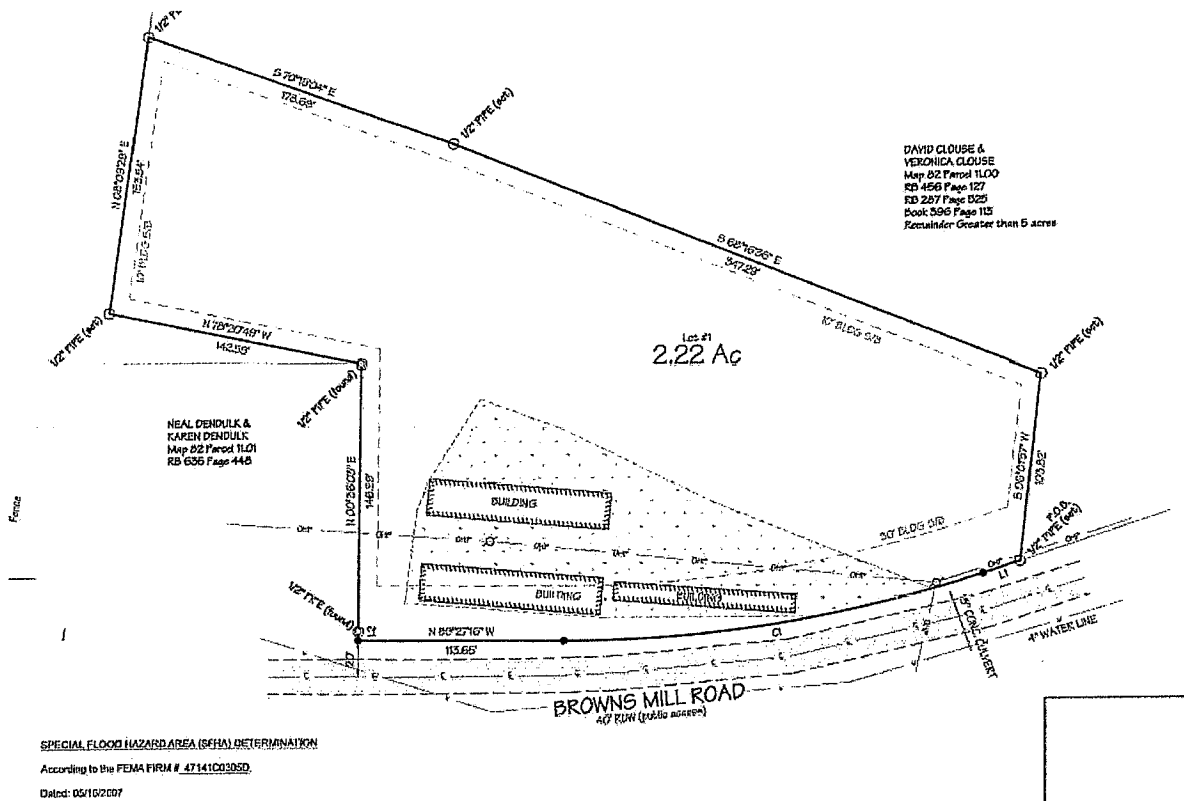
**J. WETHERHOLT DIVISION FINAL PLAT, RON TAYLOR SURVEYING**

Adjusted the boundary lines between parcel 042-019.05 and parcel 042-019.00 on Buck Mountain Road.

**ITEM 8: SUBDIVISION PLATS:**

**A. DAVID CLOUSE PROPERTY FINAL PLAT, VICK SURVEYING**

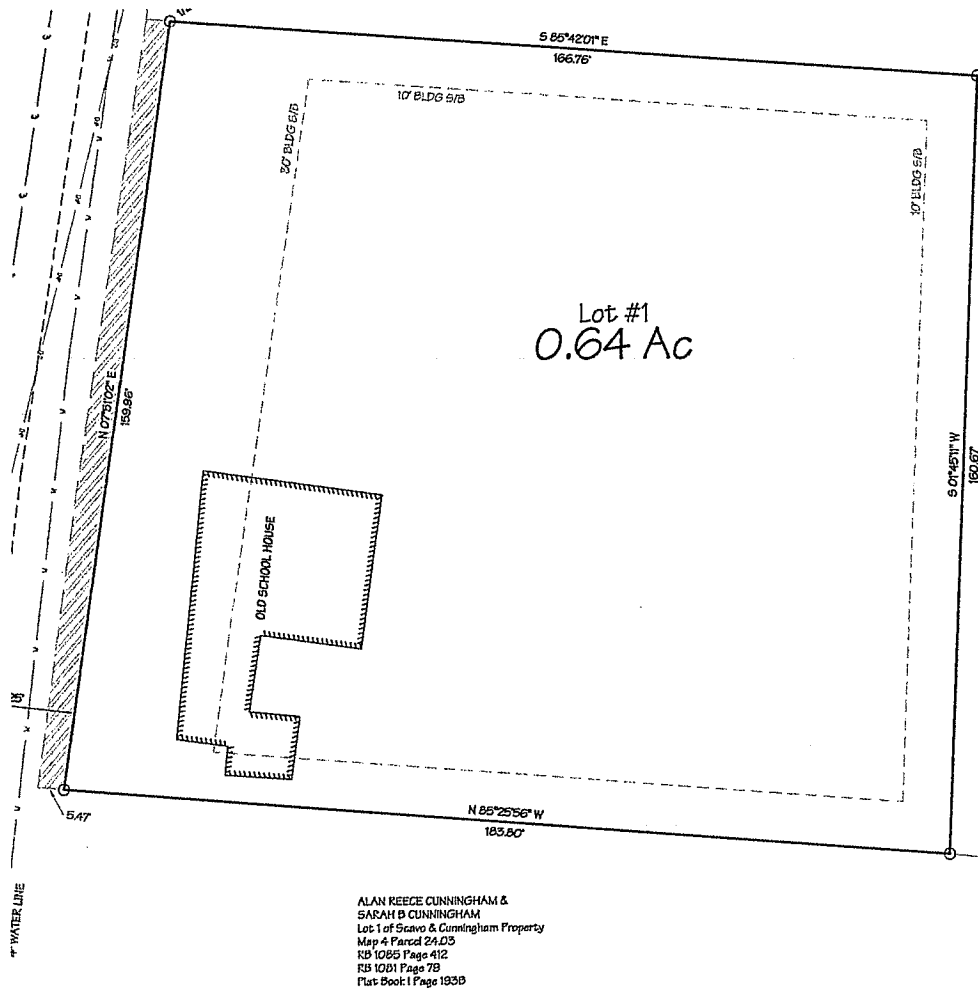
This plat is to create one 2.22 acres lot on Browns Mill Road from parcel 082-011.00. The buildings shown on the plat are rental storage units. Two of the building encroach on the front setback.



David Clouse, owner, stated that the existing storage units were built about 2.5 years ago. Stephen Raper stated the right-of-way is 40 feet and the one building is within 7 or 8 feet of the right-of-way. Mr. Rush recommended soils be performed on lot. Mr. Clouse asked to allow approval for only storage units or uses that do not require septic systems as he has a buyer for the lot that wants to build more storage units. He was concerned this would hold up sale of lot. After much discussion, Mike Atwood moved approve the plat subject to soils being approved. Motion was withdrawn. Jim Martin moved to approve the plat without septic approval of the lot subject to the addition of a plat note stating "The lot drawn heron was approved by the Putnam County Regional Planning Commission allowing the lot to be used for storage units. This approval was without the benefit of a lot evaluation by TN Department of Environment and Conservation (TDEC). Until such time as TDEC approved the lot for a subsurface sewage disposal system, this lot is restricted to non-septic uses (such as storage units) and cannot be used for other commercial or residential uses that require a subsurface sewage disposal system for approval;" this note is to be on the deed as well; and subject to all other signatures. Motion was seconded and unanimously approved. The required setback note was on the plat.

**B. FAIRVIEW SCHOOL HOUSE PROPERTY FINAL PLAT, VICK SURVEYING**

This plat is to create one 0.64 acre lot on Fairview Road from parcel 004-028.00 with more than five acres remaining. The building shown on the plat is an old schoolhouse. Barry Bush stated that the structure is still in great shape structurally and will be remodel into a dwelling. The old schoolhouse building encroaches on the front setback.



After some discussion, Terry Randolph moved to approve the plat as presented with a variance for the violation of the front and side setbacks, subject to TDEC septic approval of the lot. Motion was seconded and unanimously approved. Required setback note was on the plat.

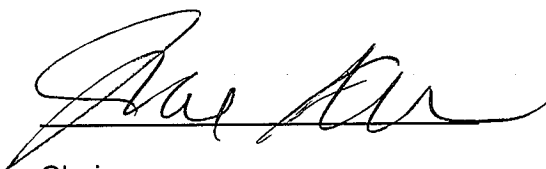
**ITEM 9: Other Business**

**ITEM 10: STAFF REPORTS**

- Report from Chairman: None
- Report from Planning Commission Engineer: None
- Report from Planning Director: None
- Report from other Members: None

**ITEM 10: ADJOURNMENT**

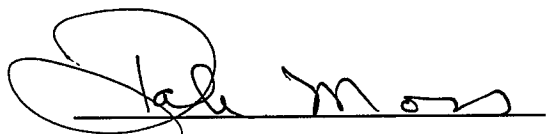
With no further business to discuss, the meeting was adjourned by mutual consent.



Chairman

10-4-22

Date



Secretary

10-4-22

Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
OCTOBER 4, 2022**

The Putnam County Regional Planning Commission met on October 4, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Dale Moss, Adam Johnson, Jeff Jones, Jim Martin, David Mattson, Ted McWilliams, Terry Randolph, and Phil Wilbourn. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Jackie Schubert, Megan Reagan, Jason Ray, Larry Stone, and Taylor Dillehay of Whittenburg Surveying.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE OCTOBER 4, 2022, AGENDA.**

Staff informed the planning commission that item 8B had been withdrawn by the developer. Ted McWilliams moved to approve the agenda for the October 4, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE SEPTEMBER 6, 2022.**

Terry Randolph moved to approve the September 6, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I & II have been approved for final. Phases III & IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Window Cliff Road Subdivision**, TARE INC Surveying. Conditional Sketch Approval 7/5/22

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

The surety instruments for both Willow Estates and Autumn Woods are set to expire in October, the 9<sup>th</sup> and 22<sup>nd</sup> respectively. Staff has talked to both and they both plan to have the paving finished by those dates. If the paving is not completed, both developers are aware that new letters of credit will need to be submitted before the meeting.

- **Willow Estates-** Jackie Schubert (\$130,000 Money Order, expiring October 9, 2022, for Knox Ln, Jack Dr, Katie Cir, and Sunbright Cir extension) - Final plat approved 10/5/2021
- **Autumn Woods Phase II-** Gene Alred & Ron Brown (two \$125,000 LOCs Expiring October 22, 2022 for Autumn Trail, Winter Haven Drive, Spring Arbor Court, Summer Pointe) - Final plat approved 11/2/2021.
- **The Cliffs-** Anthony Sherrill (\$80,000 LOC, Expiring July 1, 2023) for extension of Cumberland Cove Road. Final Plat approved August 2, 2022.

Before the meeting, Jackie Schubert presented a Letter of Credit for \$130,000 expiring July 1, 2023 to replace the Money Order that expires on October 9, 2022. Rinks reported base stone



had been installed and paving was planned to be installed this week. Rinks recommended Letter of Credit amount for Autumn Woods be reduced to \$25,000 to cover shoulder stone and a catch basin grate. Dale Moss moved to allow the developers of Autumn Woods to extend the letters of credit for up to 1 year in the amount of \$25,000. Motion was seconded and unanimously approved.

**ITEM 6: ACCEPTANCE OF NEW STREETS: NONE**

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS:**

**A. SMITH, DELK, & FLATT DIVISION FINAL PLAT, MAPLES SURVEYING**

This plat is to amend the boundary between parcels 038-082.07 and 038-082.06 on Clemmons Road.

**B. HABIF LOT LINE ADJUSTMENT FINAL PLAT, WHITTENBURG SURVEYING**

Amended the boundary line between parcels 009-073.02 and 009-076.00 On Dobson Branch Road.

**C. LOT LINE ADJUSTMENT FOR TRACT #2 AND #3 OF THE EARL NICHOLS PROPERTY FINAL PLAT, VICK SURVEYING**

Amended the boundary line between parcels 026-065.02 and 026-064.01 on Bowser Road.

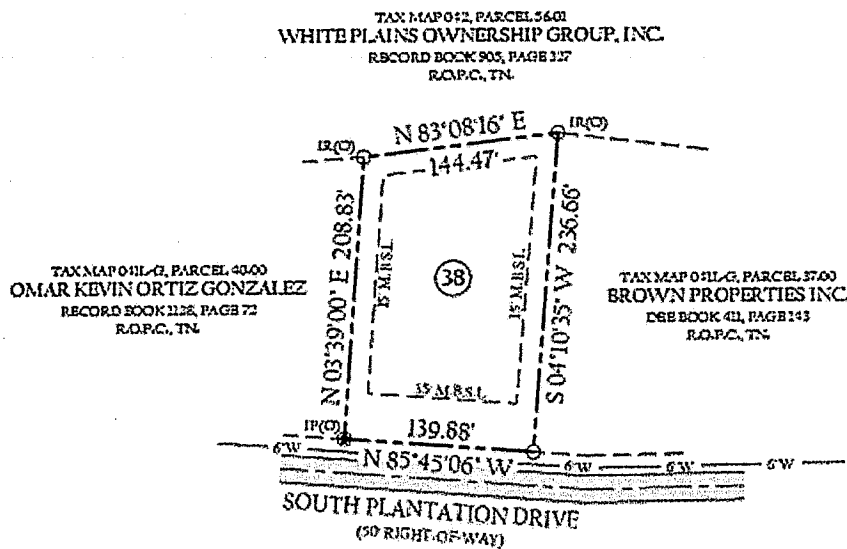
**D. CARYN AND JENNIFER WRIGHT PROPERTY FINAL PLAT, VICK SURVEYING**

Divided parcel 039-212.01 into two lots. Tract is located on two roads, West Broad and Locust Grove Road. Tract is partially in the city limits of Cookeville. New lot boundary is all in the county.

**ITEM 8: SUBDIVISION PLATS:**

**A. LOT 38 WHITE PLAINS PLANTATION PHASE VI FINAL PLAT, WHITTENBURG SURVEYING**

This plat is to create one 0.72 acre lot on South Plantation Drive. This lot was never officially approved on any of the final plats for White Plains Subdivision. Staff explained that on the plat for the surrounding phases of White Plains, this lot was not officially approved by the Algood Planning Commission. After some discussion on how the lot was missed due to an oversight, Planning Director Rush stated that he could only speculate on how it was not included but that it needs to be corrected now. Staff recommended the plat be approved. Ted McWilliams moved to approve the plat as submitted. Motion was seconded and approved unanimously.



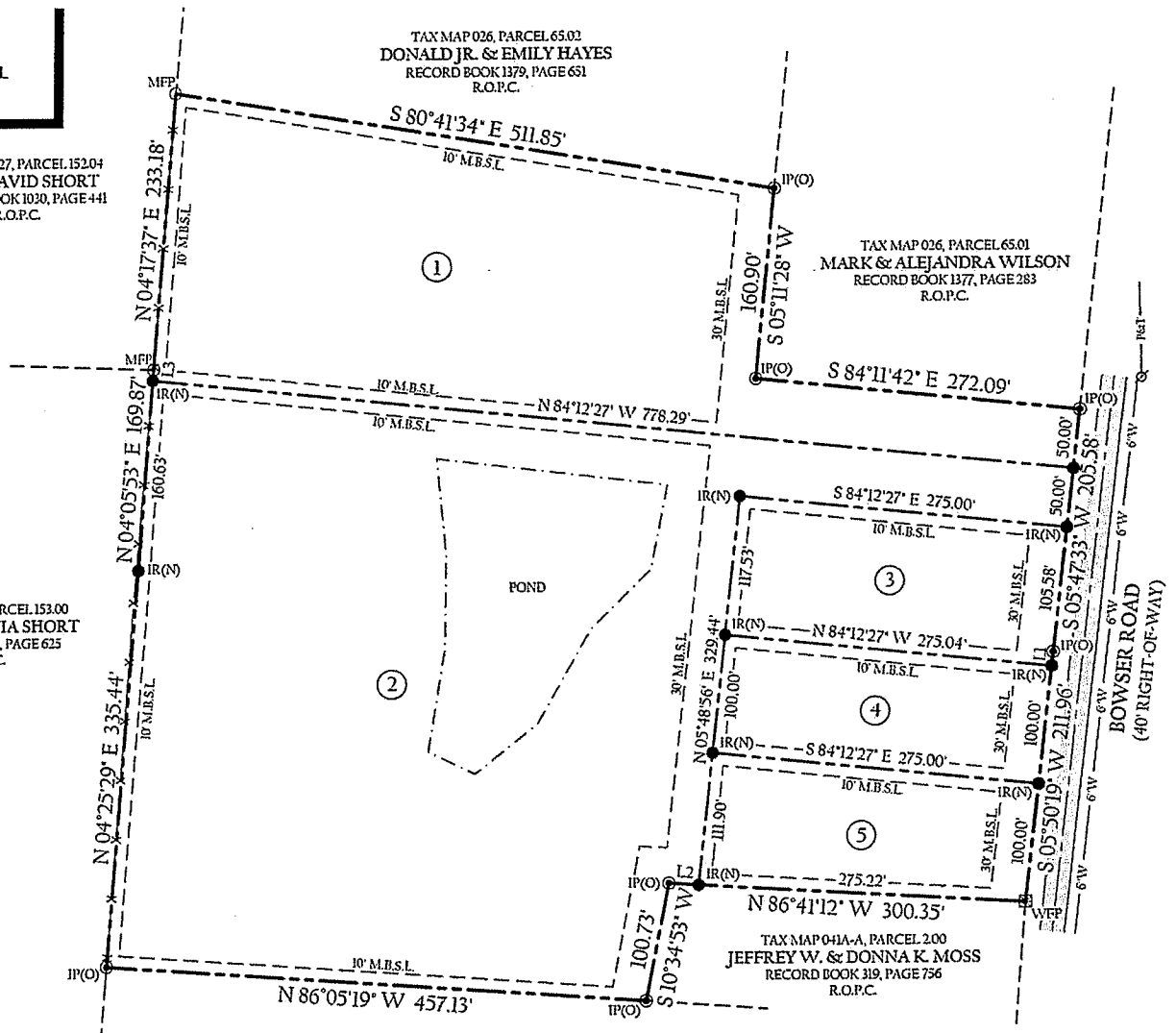
## B. BRENCE BEAN DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This plat is to create 5 lots on Bowser Rd from parcel 026-065.00. Two of the lots will be a flag lot and once of those will be over 5 acres. One new hydrant will be required. No hydrants are shown on the plat.

US FIRST!  
-351-1111  
-366-1987  
EE ONE CALL  
THE LAW

TAX MAP 027, PARCEL 152.04  
JOHN DAVID SHORT  
RECORD BOOK 1030, PAGE 441  
R.O.P.C.

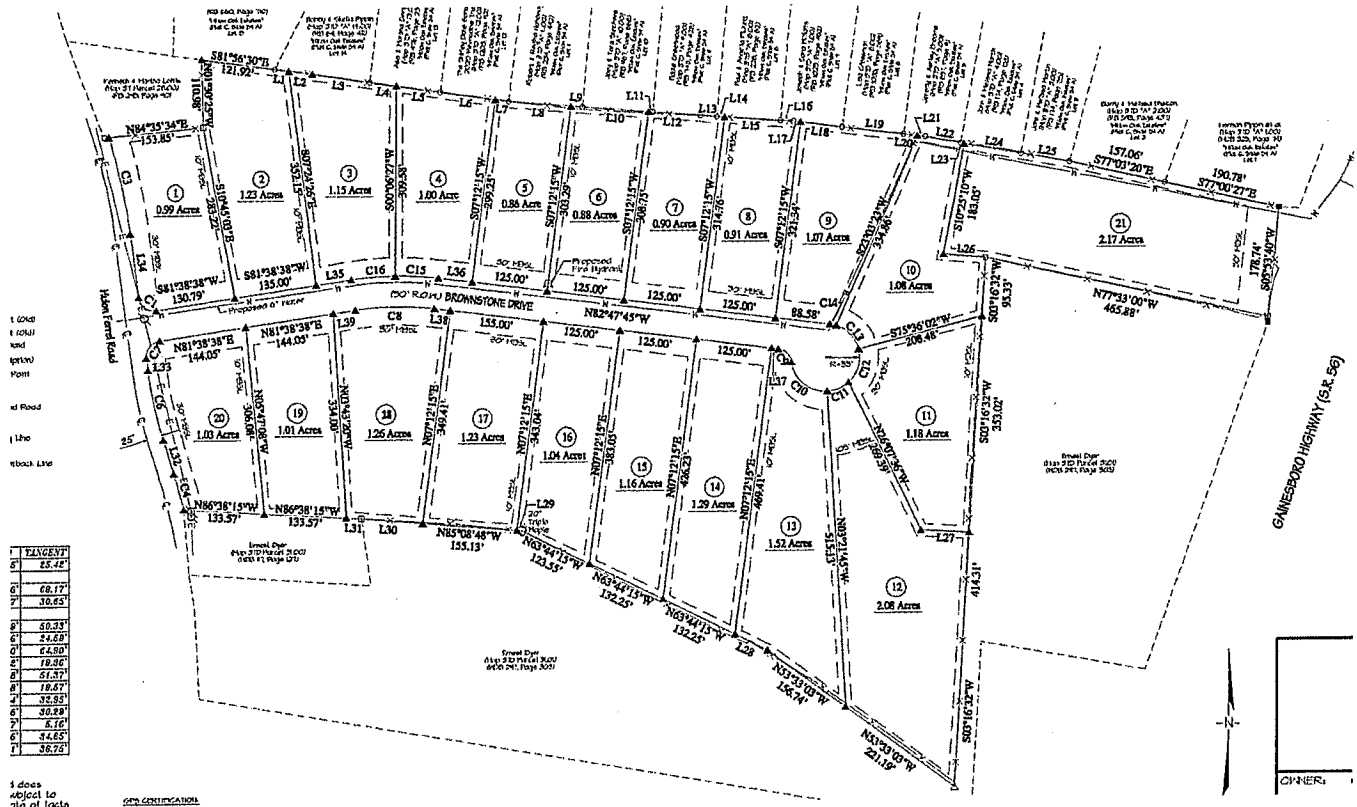
TAX MAP 027, PARCEL 153.00  
JOHN & LETITIA SHORT  
DEED BOOK 408, PAGE 625  
R.O.P.C.



Plat was withdrawn by the developer.

### C. BROWNSTONE ESTATES PRELIMINARY PLAT, CLINTON SURVEYING

This plat is to create 21 lots on 25.19 acres from parcel 031-029.02. Parcel has a proposed new road currently named Brownstone Drive. This new road will be off Hulon Ferrell Rd. There is one proposed fire hydrant. There is one proposed lot that will have access from Gainesboro Highway (Hwy 56). This lot will not access the proposed road and the developer intends to build storage sheds on this tract. The proposed road, Brownstone Drive, is approximately 1200 feet long. Staff mentioned that TDOT will have to approve the driveway of lot 21 which will be off of Gainesboro Hwy (State Route 56). The water lines will connect to a 6 inch line on Hwy 56 and then connect to a 4 inch line on Hulon Ferrell Rd. One fire hydrant will serve the development. Lot 21 is proposed to be used as a mini-storage facility with no residential use on the lot. Discussed whether wanted septic on Lot 21, which can be decided at final approval. Dale Moss moved to approve the preliminary plat as presented. Motion was seconded and unanimously approved.



**ITEM 9: Other Business**

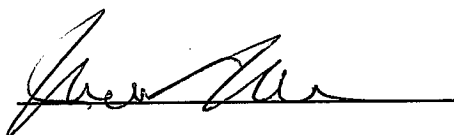
Vacancy in Secretary position: Since Mike Atwood is no longer on the planning commission, we need to elect a new secretary. Terry Randolph nominated Dale Moss as the secretary of the planning commission. Not sure who made motion to cease nominations and approve Dale Moss as Secretary by unanimous voice acclamation. Motion was seconded and unanimously approved. Upon being appointed secretary, Dale Moss resigned from vice-chairman position. Seeing as the Vice-chairman position was vacant, Dale Moss nominated Terry Randolph as Vice-Chairman. Adam Johnson made motion to cease nominations and approve Terry Randolph as Vice-Chairman. Motion was seconded and unanimously approved.

**ITEM 10: STAFF REPORTS**

- |   |      |
|---|------|
| • Report from Chairman:                     | None |
| • Report from Planning Commission Engineer: | None |
| • Report from Planning Director:            | None |
| • Report from other Members:                | None |

**ITEM 10: ADJOURNMENT**

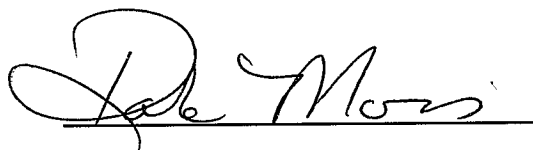
With no further business to discuss, the meeting was adjourned by mutual consent.



Chairman

11-1-22

Date



Secretary

11-1-22

Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
NOVEMBER 1, 2022**

The Putnam County Regional Planning Commission met on November 1, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Vice-Chairman Terry Randolph, Secretary Dale Moss, Adam Johnson, Jeff Jones, Jim Martin, David Mattson, Ted McWilliams, and Phil Wilbourn. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Jim Herrin from the Herald-Citizen, Betsy Scarborough of StoneCom Radio, Jackie Schubert, Neil Semple, Chris Gaby, Mike Hammontree, and Taylor Dillehay of Whittenburg Surveying.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE NOVEMBER 1, 2022, AGENDA.**

Jim Martin moved to approve the agenda for the November 1, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE OCTOBER 4, 2022.**

Terry Randolph moved to approve the October 4, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I, II, & III have been approved for final. Phase IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.
- **Window Cliff Road Subdivision**, TARE INC Surveying. Conditional Approval 7/5/22

**ITEM 5: OUTSTANDING LETTERS OF CREDIT:**

- **The Cliffs-** Anthony Sherrill (\$80,000 LOC, Expiring July 1, 2023) for extension of Cumberland Cove Road. Final Plat approved August 2, 2022.

Staff informed the planning commission that all the roads were completed and all shoulder stone in place in Autumn Woods Subdivision before the expiration of the surety instrument and there was no need for the developer to submit an extension. Since the roads have now been completed in Willow Estates Subdivision, staff recommended the surety be released. Ted McWilliams moved to release the surety to the developer. Motion was seconded and unanimously approved.

**ITEM 6: ACCEPTANCE OF NEW STREETS:**

Since the roads have been completed, Jim Martin moved to recommend acceptance of the following streets:

- **Autumn Woods Subdivision-** Winter Haven Dr, Spring Arbor Ct, Summer Pointe, and Autumn Woods Trail

- **Willow Estates Subdivision-** Jack Dr, Knox Ln, Kate Cir, and extension of Sunbright Cir. Motion was seconded and unanimously approved.

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS:**

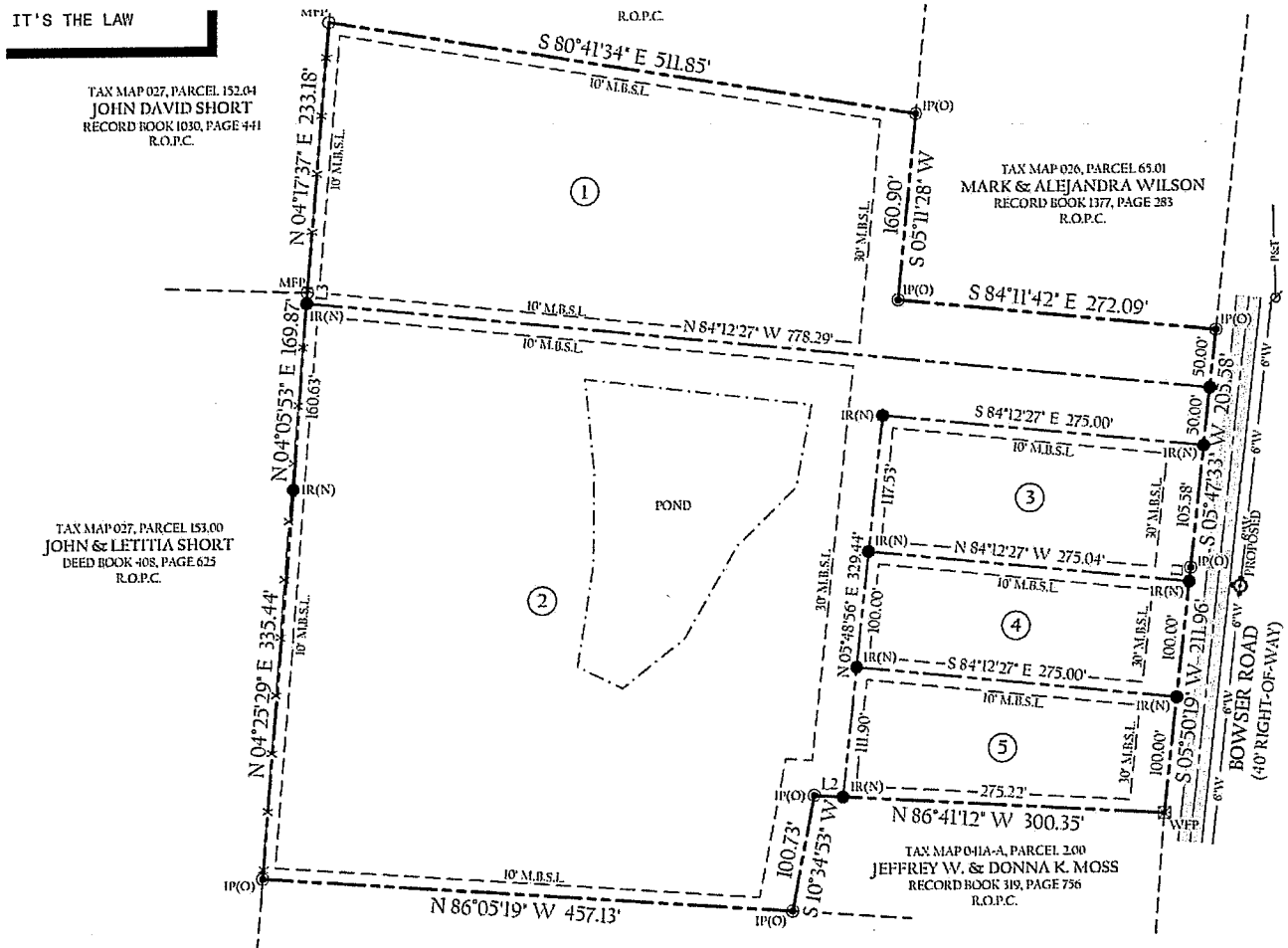
**A. RE-SUB OF LOTS 1A, 1B, & 2 OF ROBERTS ROAD SUBDIVISION, MOORE AND ASSOC. SURVEYING**

This plat is to combine three lots (lots 1A, 1B, and 2) on Roberts Road, specifically parcels 104.00, 104.01, 104.02 on tax map 007 into one 4.13 ac lot.

**ITEM 8: SUBDIVISION PLATS:**

**A. BRENCE BEAN DIVISION FINAL PLAT, WHITTENBURG SURVEYING**

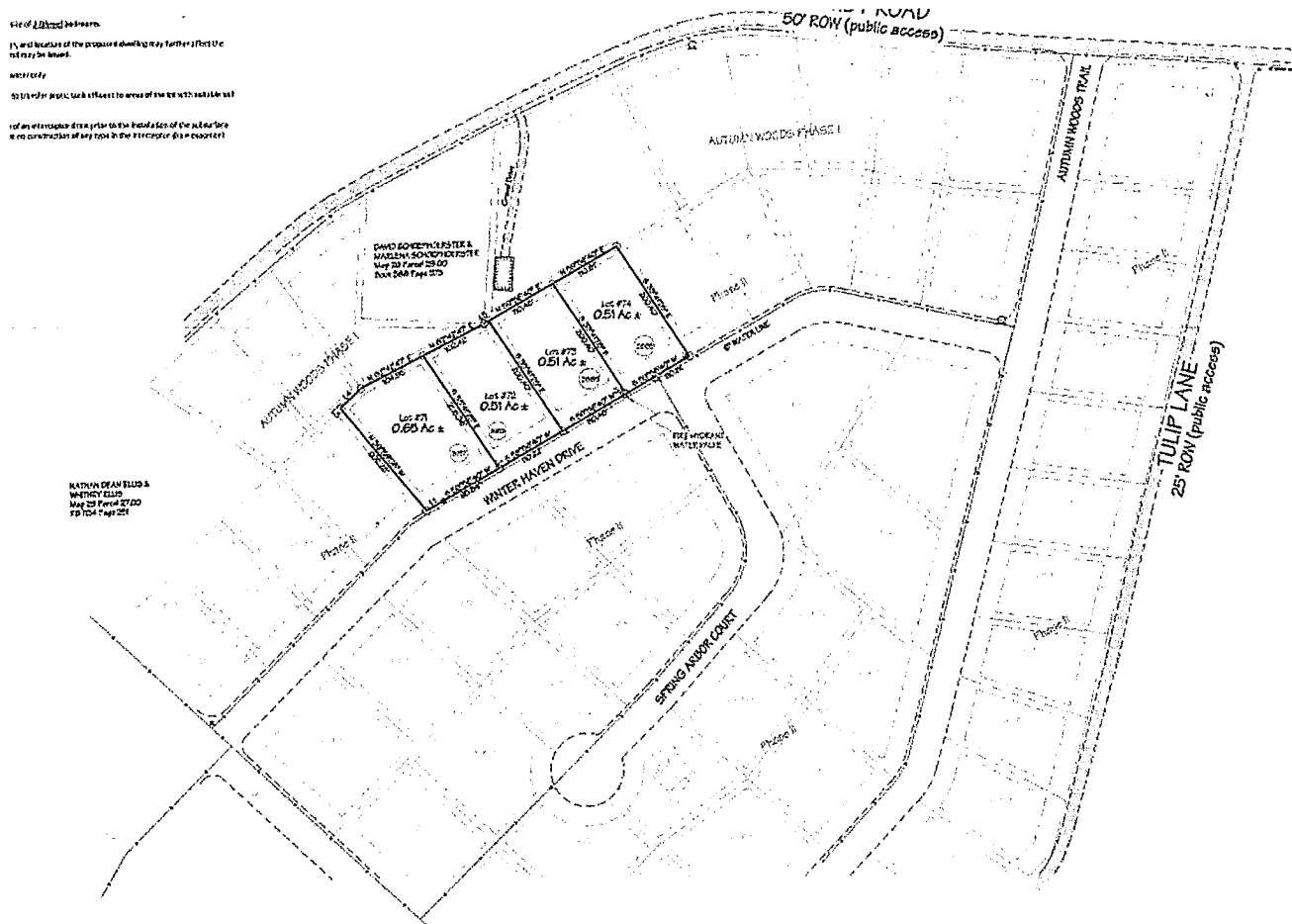
This plat is to create 5 lots on Bowser Rd from parcel 026-065.00. Two of the lots will be a flag lot and once of those will be over 5 acres. One new hydrant is shown on the plat.



Rush pointed out Lot 2 could be removed from plat since larger than 5 acres. After some discussion, Phil Wilbourn moved to approve the plat as presented with a variance on the number of flag lots in the subdivision, subject to soil approval, installation of the hydrant, and all other plat signatures. Motion was seconded and approved unanimously.

## B. AUTUMN WOODS PHASE III, VICK SURVEYING

This is the final plat for the four lots where all the dirt was placed on during construction of the roads for the rest of the subdivision. These lots were specifically left out of phase II, since they could not get soil work done on the lots and TDEC approval until after all that dirt was removed.

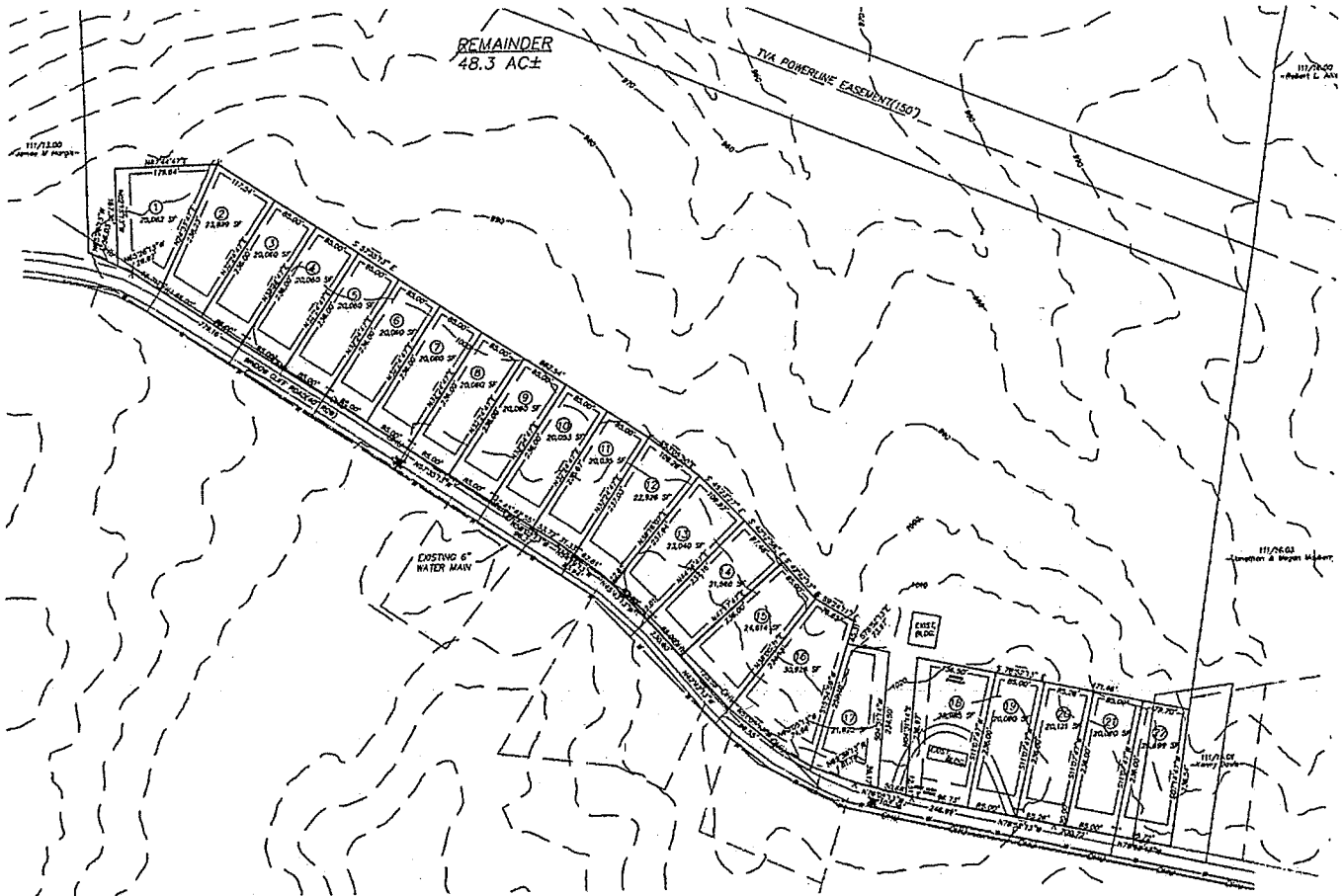


After some discussion, Jim Martin moved to approve the plat as presented subject to soil approval and all other plat signatures. Motion was seconded and approved unanimously. Rock has been installed on road in Phase IV.



### C. WINDOW CLIFF ROAD SUBDIVISION FINAL PLAT, CLINTON SURVEYING

This plat is to create 22 lots (ranging from 20,060 sq ft to 29,102 sq ft with the typical lot being 85' x 236', 20,060 SF ) on Window Cliff Road from parcel 111 014.01. There will be over 48 acres remaining. They have left two 50-foot-wide strips to the remainder for future development. Only one hydrant was shown but surveyor indicated they would add one or two more to meet the spacing requirements. There is a 6-inch waterline on Window Cliff Road. Developer is Jackie Schubert. The preliminary plat was conditionally approved July 5, 2022. The second (eastern) entrance to the remainder has been moved to allow for much better sight distance.



Neil Sample stated that Lot 9 was omitted due to poorer soil conditions, and they have made it an access to the remainder but may amend plat later to rework Lots 8 and 10. Lots 21 and 22 were combined. After some discussion, Jim Martin moved to approve the plat as presented subject to soil approval, staking of the lots and pin installation, having the hydrants installed, and all other plat signatures. Motion was seconded and approved unanimously.

**ITEM 9: Other Business**

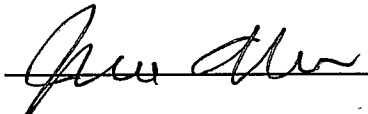
None

**ITEM 10: STAFF REPORTS**


- Report from Chairman: None
- Report from Planning Commission Engineer: Rinks reported road in The Cliffs had been paved, but shoulder stone had not been installed. May bring back next month for acceptance.
- Report from Planning Director: None
- Report from other Members: None

**ITEM 11: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

  
Chairman

12-6-2022  
Date

  
Secretary

12-6-2022  
Date

**MINUTES  
PUTNAM COUNTY REGIONAL PLANNING COMMISSION  
DECEMBER 6, 2022**

The Putnam County Regional Planning Commission met on December 6, 2022 at the Cookeville Community Center at 6:00 PM. Members attending were Chairman Jere Mason, Secretary Dale Moss, Adam Johnson, Jim Martin, David Mattson, Ted McWilliams, and Phil Wilbourn. Jeff Jones and Vice-Chairman Terry Randolph were absent. Also present were Planning Director Kevin Rush, Planning Commission Engineer Patrick Rinks, Colby Grissom of Maples Surveying, Anthony and Noreen Sherrill, Tyler and Bailey Walker, Sam Tays, Barry Reese, Patti Phillips, Taylor Dillehay and Charles Whittenburg of Whittenburg Surveying, Stephen Raper of Vick Surveying and Jim Herrin with the Herald-Citizen.

**ITEM 1: CALL TO ORDER AND ROLL CALL.**

Chairman Jere Mason called the meeting to order after a quorum was established.

**ITEM 2: APPROVE THE DECEMBER 6, 2022, AGENDA.**

Jim Martin moved to approve the agenda for the December 6, 2022 meeting. Motion was seconded and approved unanimously.

**ITEM 3: MINUTES OF THE NOVEMBER 1, 2022.**

David Mattson moved to approve the November 1, 2022 Minutes. Motion was seconded and approved unanimously.

**ITEM 4: REVIEW OF APPROVED PRELIMINARY PLATS**

- **Autumn Woods Preliminary Plat (All Phases)**, Vick Surveying. Conditional preliminary approval 4/7/2020. Phases I, II & III have been approved for final. Phase IV remaining.
- **Mountain Brooke Subdivision Preliminary Plat**, Vick Surveying. Conditional preliminary approval 12/8/2020.
- **Glen Oaks Preliminary Plat**, Whittenburg Surveying. Conditional preliminary approval 6/1/2021. Phase I was a single lot approved administratively. Phase II remaining.
- **Pippin Estates Preliminary Plat**, Maples Surveying. Conditional preliminary approval 12/7/2021. Phase II remaining.
- **Forsythia Farms Preliminary Plat**, Whittenburg Surveying. Conditional revised preliminary approval 6/7/2022.
- **Beechtree Park Preliminary Plat**, Vick Surveying. Conditional preliminary approval 6/7/2022.
- **Cane Creek Farms Preliminary Plat**, Batson, Himes, Norvell & Poe Surveying. Conditional preliminary approval 6/7/2022.

**ITEM 5: ACCEPTANCE OF NEW STREETS:**

- Extension of Cumberland Cove Rd, The Cliffs -- Jim Martin moved to recommend acceptance of the street to the county commission. Motion was seconded and approved unanimously.

**ITEM 6: OUTSTANDING LETTERS OF CREDIT:**

- **The Cliffs-** Anthony Sherrill (\$80,000 LOC, Expiring July 1, 2023) for extension of Cumberland Cove Road. Final Plat approved August 2, 2022. Ted McWilliams moved to release the letter of credit. Motion was seconded and approved unanimously.

**ITEM 7: ADMINISTRATIVELY APPROVED PLATS:**

**A. PASCUAL FRANCISCO PROPERTY, VICK SURVEYING**

This plat was to create one 0.06 lot for utility use (Twin Lakes) from parcel 028-048.01 at the corner of Pippin Rd and Glenn Rd.

**B. FREGIA/TWIN LAKES PROPERTY, VICK SURVEYING**

This plat was to create one 0.06 lot for utility use (Twin Lakes) from parcel 008-010.00 at the corner of Paran Rd and Cynthia St.

**C. MCKINNEY/TWIN LAKES PROPERTY, VICK SURVEYING**

This plat was to create one 0.06 lot for utility use (Twin Lakes) from parcel 097-032.01 on Clouse Dr.

**D. LINE ADJUSTMENT OF THE MOORE/HOFFMAN PROPERTY, VICK SURVEYING**

This plat was to adjust the boundary line between parcels 042-073.00 and 042-073.02 on Buck Mountain Rd.

**E. GIRTIS & GLADYS MILLS LOT, VICK SURVEYING**

This plat was to create one 0.50 acre lot with an existing house from parcel 028-054.00 on Dyer Long Rd.

**F. LEE SANDERS LOT, VICK SURVEYING**

This plat was to adjust the boundary line between parcels 095-046.02 and 095-046.20 on Bunker Hill Rd.

**G. PHILLIP HOOKS PROPERTY, VICK SURVEYING**

This plat was to create one 2.02 acre lot with a house and one 2.00 acre lot on Shipley School Rd. from parcel 028-023.07.

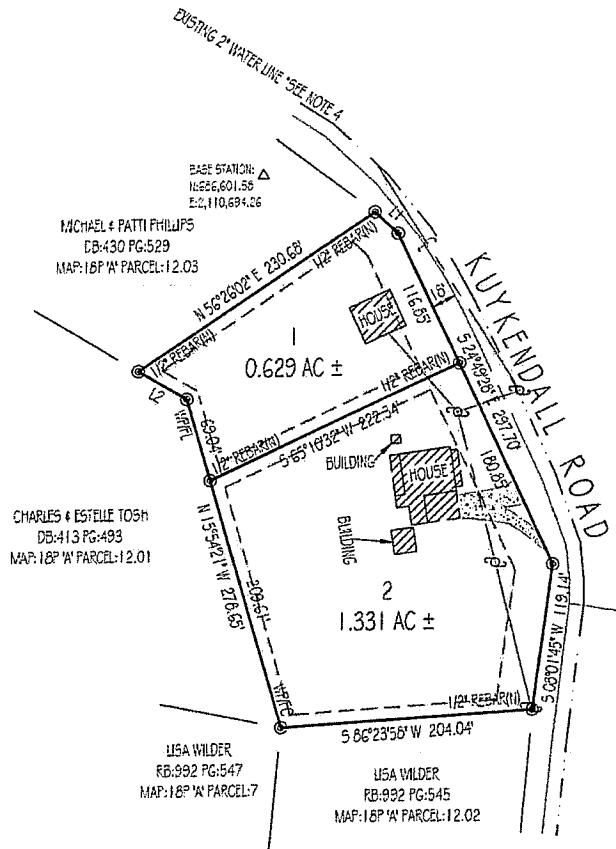
**H. TOM & TAMMY BUCK LOT LINE ADJUSTMENT, CLINTON SURVEYING**

This plat was to adjust the boundary line between parcels 084-059.02 and 084-059.01 on Fowler Montgomery Rd.

**ITEM 8: SUBDIVISION PLATS:**

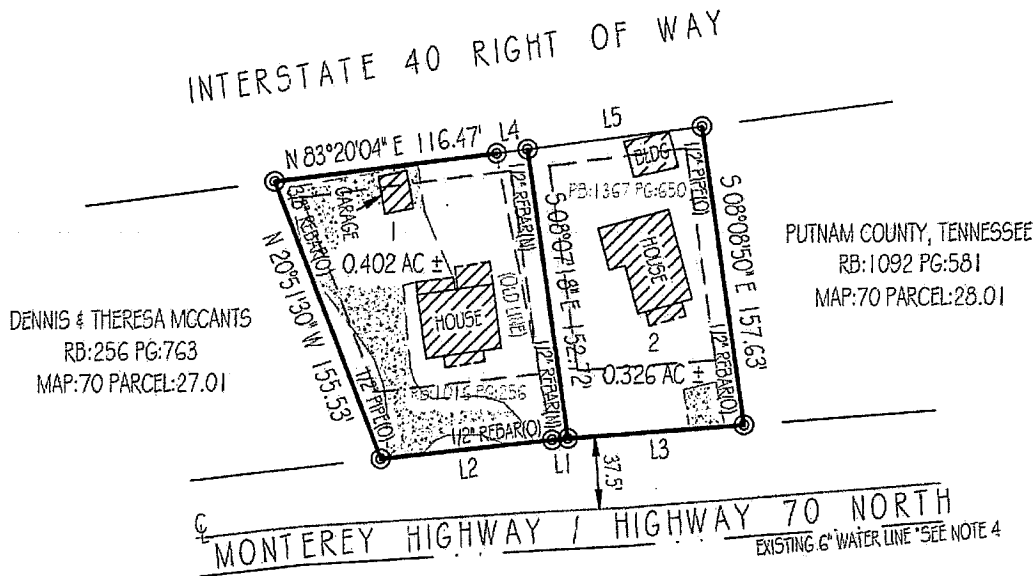
**A. MILDRED TATE DIVISION, MAPLES SURVEYING**

This is the final plat is to divide parcel 018P-A-0112.00 on Kuykendall Rd into two lots. Each lot will have an existing house. The house on lot 1 encroaches into the front setback. Jim Martin moved to approve the plat with a variance on the setback encroachment, subject to the addition of the setback note. Motion was seconded and approved unanimously.



**B. JONES & HARRIS RE-DIVISION FINAL PLAT, MAPLES SURVEYING**

This plat is to adjust the boundary between two parcels on Monterey Hwy (Hwy 70). Both lots as they currently exist are less than 20,000 square feet. Lot 1 will increase by 1,800 sq ft to 17,511 sq ft and lot 2 will decrease to 14,200 sq ft. Need to show 3 tiles and fence on plat. Dale Moss moved to approve the plat the plat with a variance on lot size for both lots and a variance for the setback encroachments, subject to the addition of the setback note. Motion was seconded and approved unanimously.



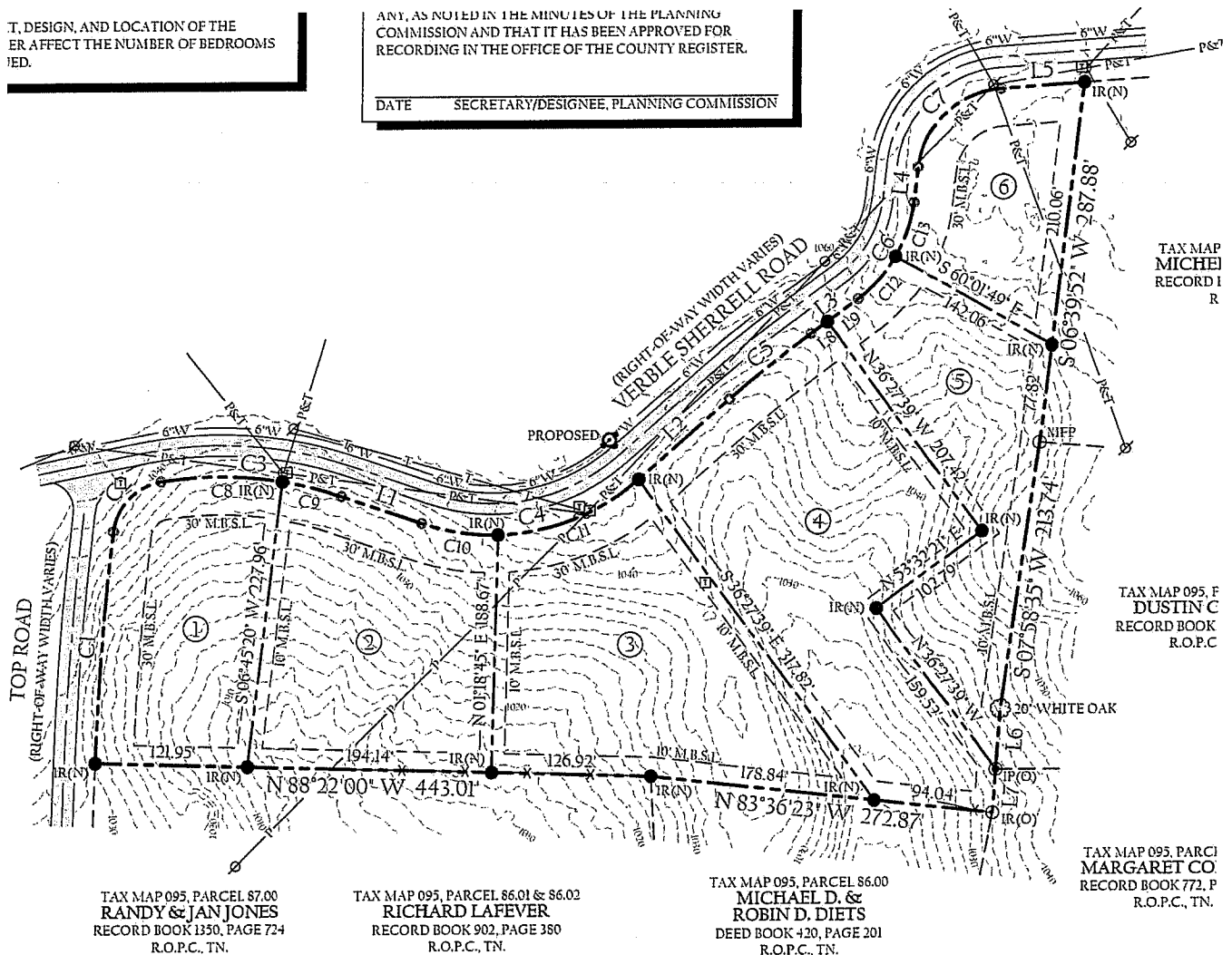
### C. VERBLE SHERRELL ESTATES PRELIMINARY PLAT, WHITTENBURG SURVEYING

This plat is to create 6 lots on Verble Sherrell Rd at Top Rd from parcel 095-008.01 from one 5.02-acre tract owned by Brown Build & Design. There is one proposed fire hydrant. All lots will range from 0.47-acre (20,422 sq ft) to 1.24-acre (53,900 sq ft). Lot 5 had awkward shape due to soils, which have been done but not evaluated. Staff had noted that lots 4 and 5 will probably require drainage easements and lot 1 was very steep and may not be buildable. Charles Whittenburg showed that a 60 by 60 building area on lot 5 if the proposed easement does not split the lot. Staff stated that the drainage easements and tile under Verble Sherrell will need to be shown on the final. Ted McWilliams moved to approve the preliminary plat subject to the addition of the drainage easements. Motion was seconded and approved unanimously.

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IED.

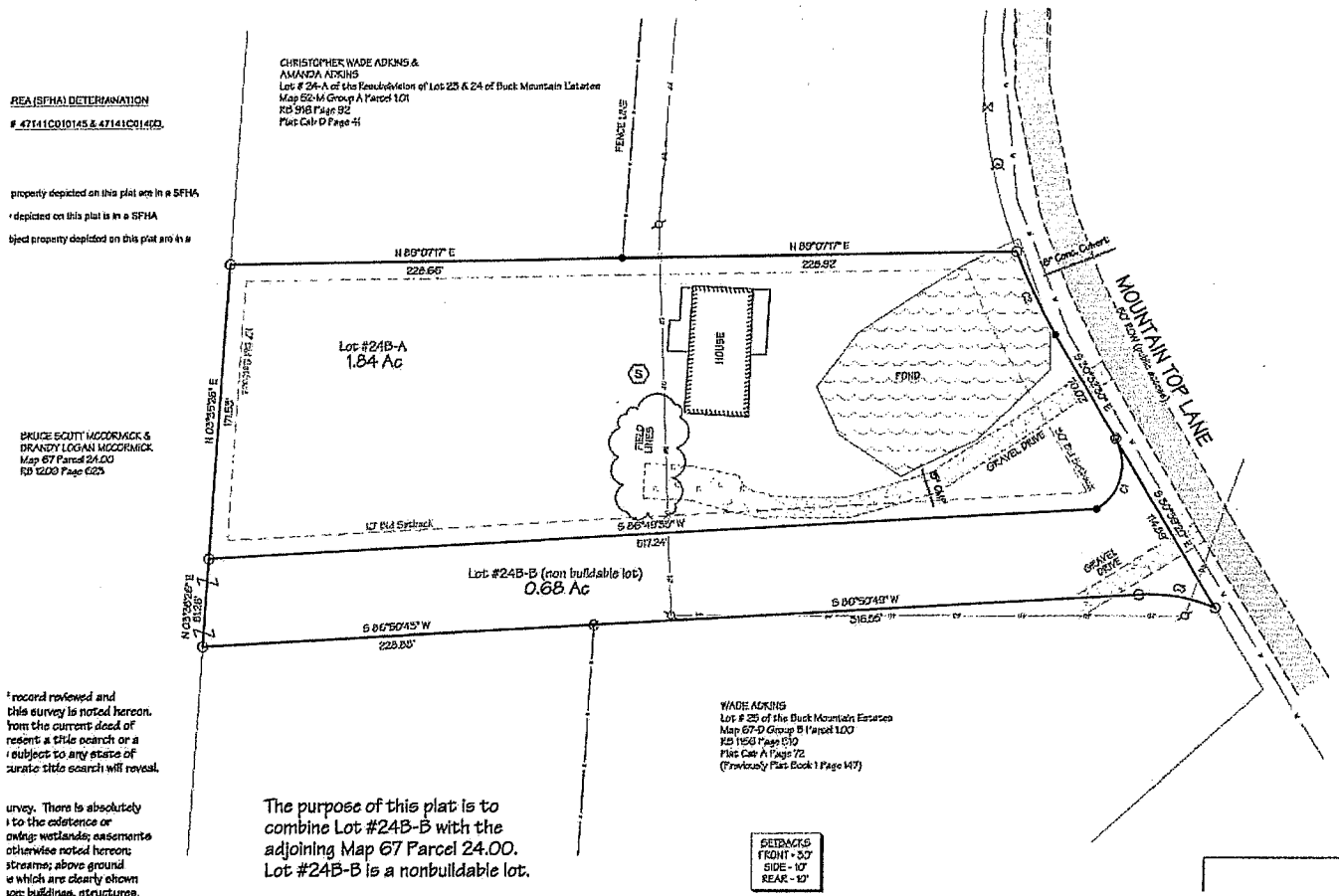
ANY, AS NOTED IN THE MINUTES OF THE PLANNING  
COMMISSION AND THAT IT HAS BEEN APPROVED FOR  
RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

DATE SECRETARY/DESIGNEE, PLANNING COMMISSION



**D. DIVISION OF LOT 24B OF BUCK MOUNTAIN ESTATES PLAT, VICK SURVEYING**

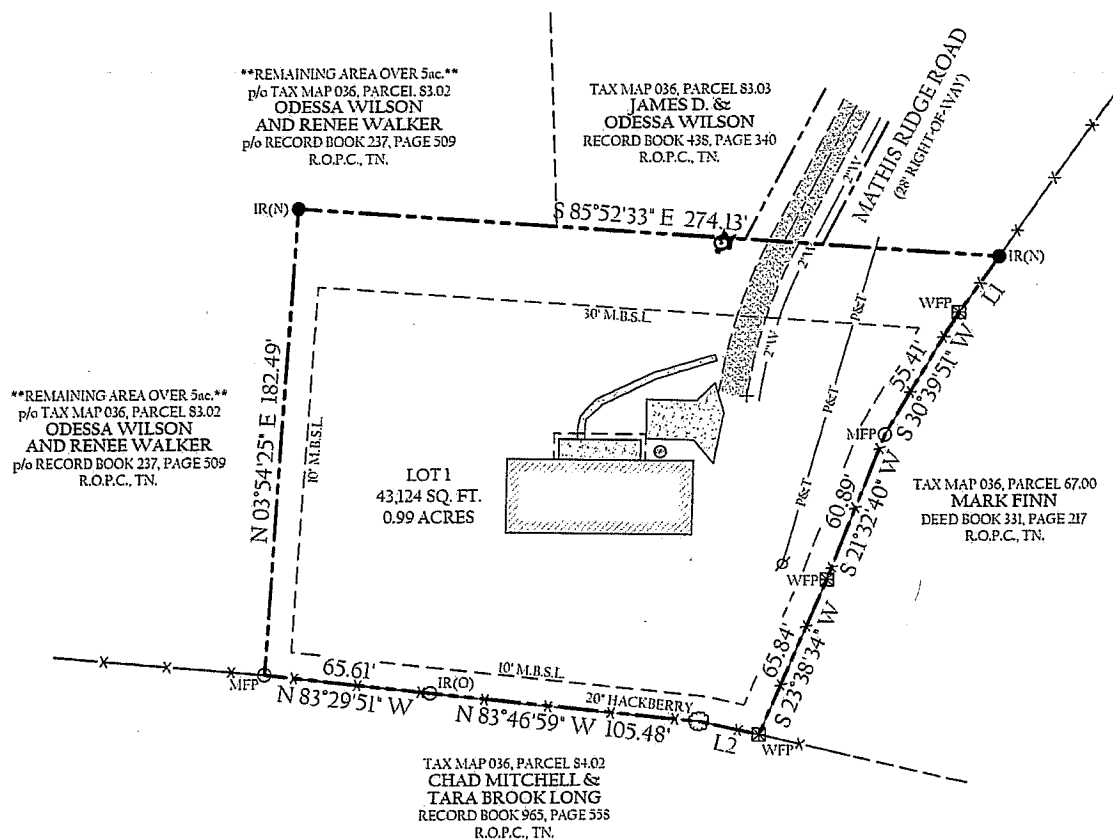
This plat is taking a 50-foot-wide strip from parcel 052M-A-001.00 on Mountain Top Lane, owned by the Petralias, and adding it to parcel 067-024.03 owned by Ironstone Development LLC to give that parcel frontage on Mountain Top Lane. Parcel 067-024.03 has Developer is Bruce Scott and Brandy McCormick. This lot (24B) was in the line adjustment plat of lots 23, 24A, 24B, and 25 that was approved in August 2022. That plat incorporated a five-acre landlocked lot into the lots listed. Upon recommendation by staff, Adam Johnson moved to approve the plat. Motion was seconded and approved unanimously.





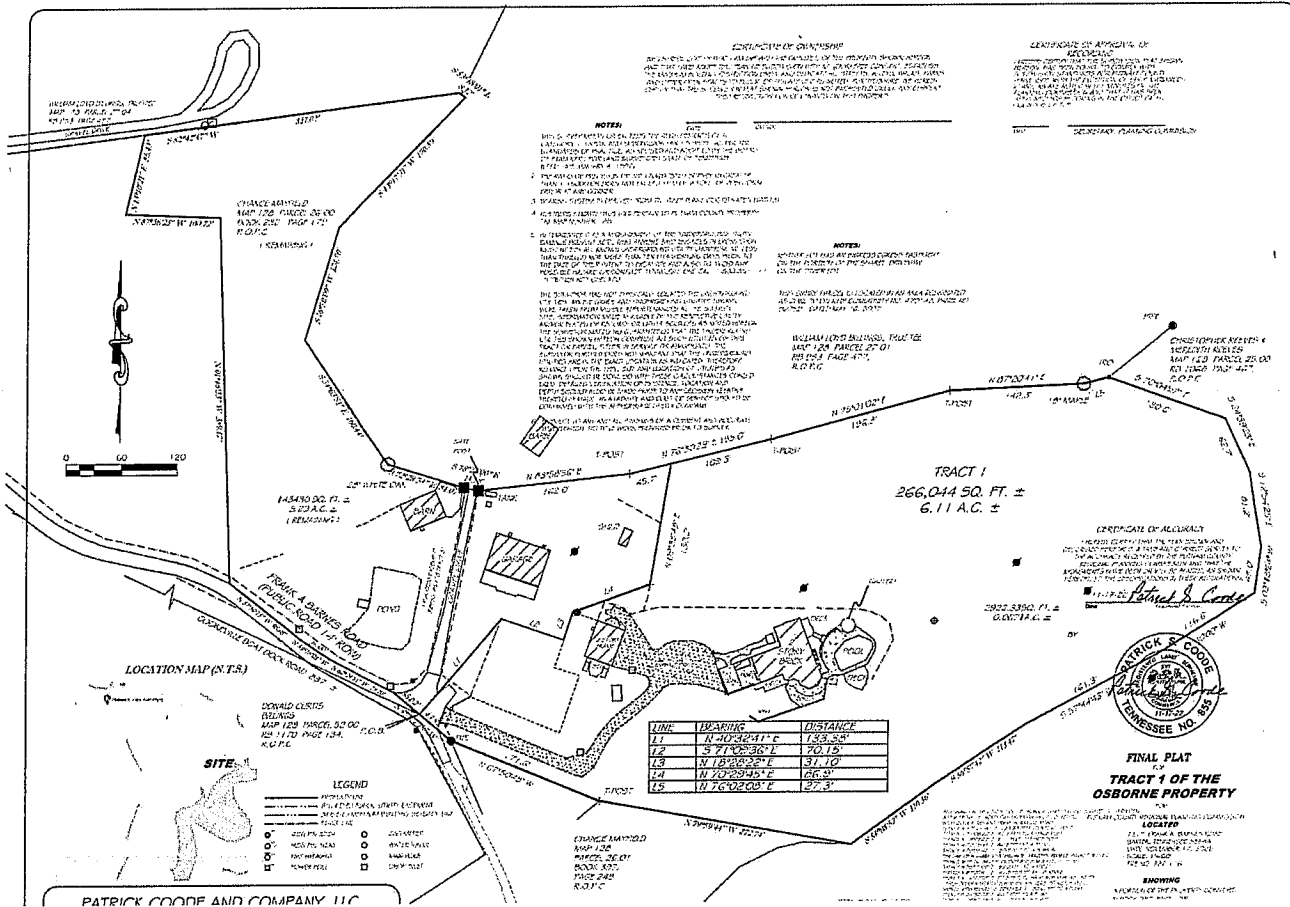
## E. WILSON AND WALKER DIVISION FINAL PLAT, WHITTENBURG SURVEYING

This plat is to create one 0.99-acre lot off Mathis Ridge Rd. with an existing house. There is a fire hydrant shown, but the water line is marked as a 2-inch line, so it is probably a blow off, not hydrant. The Walkers stated that they plan on buying the house but cannot buy all of tract as is. Charles Whittenburg stated that there are two entries on the County Road list for Mathis Ridge Road, one of which matches length shown on the plat, and that google, TN property data maps show this as Mathis Ridge Road as well. Road List shows 16' wide asphalt road, but staff reported it is an approximate 10' wide gravel drive. Planning Director Rush stated that in his opinion the plat is incorrect and that is not a county road but if the Randy Jones, Road Supervisor, would sign the plat, it would be good to go. After much discussion, Phil Wilbourn moved to approve the plat as is if Randy Jones, Road Supervisor would sign that it is a county road, or if that is a private (and shared) driveway, then documented easements and maintenance agreements are to be noted on the plat and referenced in deed. Motion was seconded and approved with Dale Moss abstaining.



**F. TRACT 1 OF FINAL PLAT, PATRICK COODE AND CO SURVEYING**

This plat is to create one 3.29-acre lot and one 6.11 acre lot at the end of Frank Barnes Rd from parcel 128-026.00. They are working on finding where the county road ends. The plat will be updated accordingly once that is determined. This plat was withdrawn by the developer as they have decided to reconfigure into 5 acre tracts.



**ITEM 9: Other Business**  
None

**ITEM 10: STAFF REPORTS**

- |   |      |
|---|------|
| • Report from Chairman:                     | None |
| • Report from Planning Commission Engineer: | None |
| • Report from Planning Director:            | None |
| • Report from other Members:                | None |

**ITEM 11: ADJOURNMENT**

With no further business to discuss, the meeting was adjourned by mutual consent.

  
\_\_\_\_\_

Chairman

\_\_\_\_\_

Date

  
\_\_\_\_\_

Secretary

1-3-23

Date